Director Reports
1/2008 –

Director's Report
January 2008

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

Policies for Review: Two polices are up for review in February, the Library Behavior Policy and the Holiday Policy. No changes are recommended to the Library Behavior Policy. The Policy Committee recommends a change to the Holiday Policy. Currently we offer an anniversary holiday for long-term employees reaching a milestone employment anniversary (5-year; 10-year; 15-year; etc.) if they work 32 or more hours per week. This revision would change the policy so that all long-term employees, regardless of their full or part-time status would be eligible for this anniversary holiday. All long-term employees play a valuable role in our organization, no matter how many hours per week they work. Changing the policy would allow us to recognize and honor their tenure with us. See R10 for details. **If you approve the Consent Agenda items, you will approve changing the Holiday Policy as noted.**

2008 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. In 2006 and 2007 we closed for one half day session in the fall and held a very good training day each year. In 2008 we wish to offer a full day of staff training, something we did years ago with Board approval. We have a lot of new staff who could benefit from a full day of training. We could cover more topics and allow more time for questions and answers and staff networking. We have selected Friday, September 5. We would meet at the Wheatfield Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 5, 2008.**

Workshop Request : Board approval is necessary for staff to attend workshops not sponsored by INCOLSA or ILF. I am requesting Board approval to attend IOLUG's Spring Program entitled 'Memory, Heritage, Visions: Digitizing

Yesterday for Tomorrow'. This program will include an introduction to Indiana Memory, an Indiana State Library initiative to provide access to digitized library collections across our state; Wabash Valley Visions and Voices Project; and Hoosier Heritage, an INCOLSA consortium of digitization projects. I would like to take Emily Duran genealogy specialist, with me to this all day event in Indianapolis. Cost to attend is $45 per person. **If you approve the consent agenda, you will approve Emily and I attending the IOLUG Spring Program.**

General Business

Annual Report of Rensselaer Librarian and Youth Specialist: Linda Poortenga and Susan Engelmann will present their annual report at the February Board meeting.

Capital Projects Fund: It is time to review our Capital Projects Fund. Please refer to pages R15-R21 for the 2009-2011 plan. Please review the plan and be prepared to discuss. The plan as it is written asks for $47,000 to be used to pay for the purchase, lease, upgrading, maintenance, or repair of computer hardware or software in 2009. In 2010 and 2011 we will ask for $50,000 for the same purpose. The remainder would be used for future allocations, namely future renovations at the DeMotte Library. If you wish to proceed with the plan as presented, you will need to vote to approve the CPF for advertising and hold a public hearing at your March board meeting. In this way an additional board meeting is unnecessary.

Oath of Office-Treasurer: Our Treasurer, Natalie, will take the oath of office for the year. This is a carry over from the January meeting since Natalie was not present.

Wheatfield Irrigation System: Last fall we discussed landscaping matters and our irrigation system at the Wheatfield Library. We discussed many items related to the grounds and upkeep/maintenance. Soon it will be time to turn the irrigation system on again. Based upon the discussion last fall I felt a need to place this on the Board agenda for discussion this month so that we have a clear game plan in mind for 2008. Does the Board want to consider adding a water treatment system to better maintain the lines and eliminate staining on the sidewalk and building? Do we want to continue to use the system or abandon it since the other libraries do not have such a system and it is a drain on resources (time/money). These are vexing issues as we consider beautiful grounds, stained or unstained sidewalks, less revenue for other things. I will be seeking a consensus from the Board on how they wish to proceed.

Director's Report

Good news! We did receive a special CAGIT Distribution in the amount of $108,133 as this packet is going to press. This is an unexpected blessing. We did receive a special distribution last year too, but that was also unexpected, and we did not expect the same thing to happen this year. We have placed these funds in our Rainy Day fund as required.

We will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2008, encourages area residents to read books on a common theme and foster conversation between people and between generations. This program is separate from Jasper County Reads (which takes place in the spring of 2008), but has the same goal. We were approached to participate last year, but the program was just getting started and did not seem well organized in our opinion. We were invited again this year to participate. Our managing librarians and one children's specialist attended an informational meeting that was held in mid-January in Lake County to learn more about this year's program and based upon what they learned they are eager to participate this year. JCPL's role will be to simply offer book discussions in the fall of 2008 on selected books and promote patron participation. Bookmarks, programming ideas, and book guides will be made available to us as participants. This is yet another opportunity to promote literacy in our community and partner with other libraries and agencies in our region. Agencies represented at the meeting were: East Chicago Library system, Lake County Library system, Purdue – Calumet, La Porte County Library system, Calumet of St. Joseph, Hammond Adult Education, Hammond Public Library, Ivy Tech, IU, Northwest Indiana Literacy Coalition, Lake Shore Public Television, *Post-Tribune,* Hammond School system, Gary Public Library system, and the Northwest Indiana Educational Service Center.

In January I filled out and submitted our Indiana Public Library Annual Report 2007 to the state library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services we provided for our patrons.

I did meet with the ASK committee this month. We reviewed all Procedure Manuals to ensure that all were up-to-date. Procedure manuals are housed in each department and contain a procedure for nearly every process or task we undertake. These manuals are invaluable to all staff and verifying their currency is extremely important.

I updated our Capital Projects Fund plan this month.

System Administrator News

To help staff with computer troubleshooting matters, Michelle added several Self Service Documents to Aargh! This allows staff easy access to help with common pc challenges.

Wireless printers have now been installed at Rensselaer and DeMotte Libraries. This will allow our wireless patrons to print with ease. Michelle has been working on updating the patron wireless brochure to include the Internet Agreement page, Vista instructions, and wireless printing. Sheila purchased copies of PowerSearch software and installed them in each library so that we may gather accurate statistics for wireless usage. Up until now we have been tracking wireless use that we observe. This will allow us to capture all usage. We are eager to see what those numbers look like with this more accurate counting mechanism.

Self-checkout will launch in February. In preparation for this Sheila performed the initial configuration on the self-check pcs, and Tech Logic connected remotely to set up the self-check software. Staff training and launch will occur February 4-5.

Sheila has made flight and hotel arrangements for Michelle, Melissa, and herself for Computers in Libraries. Sheila and Michelle have attended before. This will be a first for Melissa. Since Melissa is our webmaster, and there is an abundance of sessions to attend on this topic alone, the conference should prove very valuable for her and for us as we tweak the look and functionality of our web site.

Technical Services News

During the weekend of January 12 we upgraded our TLC software from version 3.2 to 3.3.5. Since our servers reside in West Virginia, TLC staff were able to do much of the work on their end. Someone from TLC took our system down after we closed on Saturday, and the upgrade began. The bulk of the upgrade was complete by Sunday afternoon. On Monday we still had to install the new reports module and run a conversion of all magazine records. Aside from one solitary server reboot we had no down time due to the upgrade. The really good news is that we had not down time in cataloging. In past upgrades we had to stop cataloging when we sent our tapes to TLC. We couldn't resume cataloging until the upgrade was complete two weeks later! It was a smooth installation.

Post upgrade we have many new features to learn about. Staff has received these new features positively. The serials module received a major overhaul with this new version. All of our magazine records had to be converted from the old version to the new. After some effort most bugs have been worked out. Some things seem easier now and others more complicated. This kind of trade off is typical with upgrades.

In preparation for self-checkout, Jen worked with the Tech Logic staff on database tests. She had to create sample patrons and items for their tests, and they wanted many different scenarios and examples for their testing. It took nearly an entire day to provide what was needed. Jen is eager to see self-check in action in our libraries.

Jen worked with our managing librarians this month on standing orders for nonfiction and reference materials. This is an annual event as we consider collection needs.

DeMotte Library News

Our secondary boiler gave out this month and Precision was called to troubleshoot the mechanical failure. For nearly a week we operated with just one boiler as parts had to be ordered. The mechanical failure did lead to some water leaking onto the ceiling over the periodicals room. Furniture, carpet, and materials were spared any damage. However the drywall did sustain some water damage. This can probably be addressed with some touch up painting. In addition to this problem, a water pipe in the workroom sprang a leak that soaked some ceiling tiles. This pipe leads to an outside spigot that is not used by staff so we have decided to cap it off at this time. The leak appears to have occurred due to cold temps in the ceiling coupled with old pipes. No furniture or materials were damaged by this leak either, only ceiling tiles that have been replaced. While ordering parts for the boiler repair Precision has learned that heat exchangers are no longer available for our model of boiler. Currently our heat exchangers are working fine, but if one of them goes out, we will be faced with replacing the boiler as a repair would be impossible. I have asked Precision to research our options and give me some idea of cost and the procedure to acquire new boilers if the need arises. This will help us budget for this expense even though we cannot be certain when a heat exchanger might go out.

Brenda prepared materials for the computer classes she taught this month. She also helped with page training since Evie is out on maternity leave. She met with the new officers for the Friends of the Library to get better acquainted and plan for the upcoming year. She worked with staff on new features resulting from the TLC upgrade and attended a PR/Marketing Counterparts meeting.

The Quilting Club is off and running. Brenda reports that it is amazing to see the women haul their sewing machines into the library twice a month. She wonders

how much sewing they actually get done as they are often busy helping each other put different patterns together.

A new year has begun and Brenda looks forward to staff plans for the new year and continued bonding and team spirit.

Rensselaer Library News

January proved to be a tough weather month. The building has held up well under all of the rain, snow, melting, etc. Our snow removal vendor has done an excellent job with snow removal and ice melt applications. Joe Zellon has added needed shelving in the AV supply closet and created additional shelving in the attic and story time room closet. Circle R installed track lighting in the Children's area to brighten up dark areas over the computer software and movie areas. The difference is truly amazing. The lighting makes the whole children's section brighter and more inviting.

We offered a Winter Reading program for families this month that ran January 2-31. Due to the inclement weather, circulation statistics for children's materials and program numbers were impacted negatively. Many classes from St. Augustine school simply couldn't visit us this month. Two adult programs, Go Green Initiative and Diabetes Awareness were also impacted by the unfriendly weather.

Teen programs continue to be well attended. Our gaming tournament was particularly popular with 25 teens attending. Super Mario Smash Brothers and Dance Dance Revolution were available. In addition 'Photo Phun' was offered. Teens used the mobile lab to add backgrounds and effects to their digital photos. The Teen Advisory Board created P.D., an electronic mascot, that resides on the Teen Page of our library homepage. Angela Barton has quite a knack for teen programming. Her creativity and energy are reflected in Rensselaer's YA programming statistics.

Susan and Angela attended the Children's Literature Conference at Butler University in January. This conference provided a great learning opportunity for them as they met authors, illustrators, and editors and learned about many facets of the children's book industry. Two award winning authors, David Weisner and Gary Schmidt, spoke about literature for young people in general and about their creative processes. Breakout sessions dealt with the mechanics and literary elements of children's literature. Susan enjoyed a session that featured a non-fiction author describe the steps involved in researching and writing biographies for young readers.

Wheatfield Library News

Rachael started her year of programming with an Aliens-themed story time, followed by a Barbie-themed story time. Both sessions were full which pleased Rachael and Carolynn. A winter after school program was offered with a snow theme. Icing and decorating snowmen cookies was a featured craft. A book talk was offered for K-1 featuring the book Crickwing. Crafts related to the story were offered and those attending received individualized attention in making the intricate craft. Rachael is visiting a 3rd grade class each Friday for 6 weeks as a part of Junior Achievement activities.

Diana offered an adult book discussion on Fried Green Tomatoes at the Whistle Stop Café this month. Diana showed a short DVD of the author talking about her book that she acquired from Random House's Reader's Circle Program, which is designed to enhance book group discussions. Participants felt they could get a better grasp of the book after hearing from the author.

Diana crossed a major project off of her to-do list this month, organizing her key box for the Wheatfield Library. All library keys have been placed in the box with neat labels for identification purposes. She had to determine which keys went to which doors and make notations about that too. This is a time consuming project, but is time well spent, and it makes facility management easier for her and for future staff.

NIPSCO has spent lots of time running pipes and wires in trenches they have dug in the new subdivision. Large exterior power units are now set up at various places along the streets. Excavation for another foundation has also started. Diana suspects that interior work is now underway in the bowling alley.

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

Director's Report
February 2008

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Policies for Review: The Policy Committee recommends no changes to the Board Code of Ethics. Changes are recommended to the Public Purchase Policy. The last paragraph of the policy has been moved to the beginning of the policy because it is a very important statement that should be read first. The committee has added a statement found in both the Crown Point Public Library and Porter County Public Library policies that is important to include (see highlighted paragraph). The committee has crossed out several lines of the policy because they are taken directly out of the Indiana Code and are, as they are currently written, not in keeping with current law. They are similar but the wording in the law has changed. Since we express in the opening paragraph that we will follow the provisions of the law, it is not necessary to single out this one portion of the law and insert into our policy. We are required to follow all of the code. A review of the policies of 5 Indiana public libraries shows that none of them include this wording. The committee also recommends changing the amount the director is authorized by the Board to spend from $15,000 to $25,000. This is in keeping with the Porter County Public Library Policy. The costs of goods and services have gone up over the years and a higher threshold seems appropriate. The policy was originally written in 1998. It is possible that this figure dates back to 1998. Please see R 10. **If you approve the Consent Agenda items, you will approve changing the Public Purchase Policy as noted.**

General Business

Capital Projects Fund: You have copies of this proposal in your February board packet. At the March meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the March meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the March 18 County Council Meeting. Meeting begins at 7pm. I would like as many board members as possible to attend with me to present our plan.

DeMotte Public Library: Re-orientation of Entrance: We will hear from Jeff Anglemyer, of Arkos Design who will share his thoughts on what might or might not be possible at the DeMotte Library and explain (generally) the process we might follow for a renovation. Brenda and I will be meeting with Jeff earlier in the day at the DeMotte Library as he becomes familiar with the space and looks at blueprints and notes from our building project.

Wheatfield Public Library: Post Office Request: The post office in Wheatfield has been in touch with Diana. They update their disaster recovery plan every six months. Currently they have listed the Wheatfield Town Hall (former library) as the place they would set up business if their building was not operational due to disaster. Since the Wheatfield Library is physically closer, they are interested in listing our meeting room(s) as the place they would set up business. All mail delivery would be brought to the Wheatfield Library and dispensed there. Carriers would get their mail at our library. Some retail would occur, so it is likely that they would be selling stamps and other postal items. Diana also speculates that they would offer regular post office box service too. Neither Diana nor I are interested in agreeing to be their fall back plan. While we think it is important to be a good neighbor, we think that they would need our space for weeks or months if disaster struck. This would mean that the meeting room(s) could not be used for programming or organizational meetings. There would be lots of traffic in and out of the room which would cause a lot of wear and tear to the carpet. In addition our meeting room policy does not allow the sale of 'products' so retail postal business would go against library policy. The janitors would have additional cleaning to do and we speculate that being an official government entity, access after hours would be restricted. Since they have already located a building in town that will welcome them in the event of a disaster, we plan to say no to their request, but wanted to share with the Board the decision we have made.

Director's Report:

One of the biggest stories of the month is Self-Checkout. Patrons have embraced this new service as indicated by monthly statistics that recorded 1,878 checkouts via our self-check kiosks. The breakdown by library is as follows: 205 DeMotte, 692 Wheatfield, and 981 Rensselaer. We have been actively promoting this service in our libraries and encouraging people to give it a try. Staff have walked patrons through the process, and we have heard comments like, "Hot dog! This is cool!" and "I don't do much with computers, but this was easy and a lot of fun to work with. If I am in a hurry, I won't have to wait at the desk." It appears that young and old alike are embracing the service. The Rensselaer Republican ran a full page story complete with pictures on Friday, February 21. They even taped a demo which is live on their website that features Susan Engelmann explaining how the procedure works. She did a great job, and we appreciate the publicity! As a system our circulation statistics were up for the month. Given the fact that we were closed for one day due to weather and other days were negatively impacted by weather, we were pleased to see an increase, and speculate that self-checkout may have impacted the numbers positively. We will continue to monitor and report usage statistics in upcoming weeks. A patron survey is planned for May to assess patron satisfaction/reaction. 49% of the costs associated with this project were funded by an LSTA grant.

Staff from Starke County Public Library visited us early in the month to learn about our automated system. They are about to undertake a migration project (seek a new automated system vendor and system) so they wanted to see TLC and hear first hand from a library that uses it. Emily, Jen, Sheila, and I met with them individually to answer their questions about each module and our overall satisfaction with the product.

As per our Long Range Plan we will survey users this year regarding their satisfaction with our libraries/services and non users to try to gauge why they do not use our services. I assembled a committee to help in the creation of the survey. Linda, Brenda, Jen, and Diana collaborated with me, and we have written a survey that will be used April 14-28. The management team will assemble a staff committee to evaluate survey results and present a full report to the management team in June. Based on this summary, I will share survey results with the Board in early summer. I have included a copy of the survey in your Board packet. Please see R 12.

We have added a new blog to our library website. Melissa Widner, webmaster, is blogging to adults and will focus on consumer information and promotion of noteworthy or new services and programs offered by our system. She posts a new entry 2-3 times per week. Her blogs are short and informative and in keeping with our mission to inform, enrich, and empower. I encourage you to check it out. It can be accessed from the main page, top center. Melissa and the homepage committee have rearranged some other elements on the website, improving functionality, but still staying true to the original look and color scheme so that the page feels familiar.

We are making progress on our Disaster Recovery Plan. Our document is a work in progress. We met this month to discuss new content and talk about next steps. This year the department heads will be working with their staff to videotape each department, capturing our surroundings on film so that we can remember all of the things we have on site and where they are placed in the event of a catastrophe that takes out a building or portion of a building. We will archive these images electronically and keep them off site. These would be invaluable as we consider insurance claims and restoration. We do have paper inventories and fixed assets archived, but digital images would help too.

We have been invited to make a presentation at the spring IOLUG meeting in Indianapolis on Friday, March 14 to discuss the digitization project we undertook in 2005 and 2006. Many libraries across the state are considering such projects and they wish to hear from people in the trenches who have digitized a library collection. Jen, Sheila, Melissa, and I will share the presentation time, focusing on why we chose to digitize the Robert Milroy collection, how we funded the project, who worked on the team, the processes and procedures we followed, and pitfalls and successes. We are pleased to be a part of this day and share with our colleagues around the state.

Systems Administrator News

Self-check training took place on the 4th and 5th and went fairly smoothly. Staff seemed quite pleased with the training they received. In the surveys staff filled out, they indicated that they liked the brevity of training, the small group, hands-on opportunity, comfortable atmosphere, simplicity of the software, that they were shown the different screens and messages that could pop up in different situations, and that the trainer was available to help, was friendly and approachable.

Our courier had expressed concern that the box our lab printer is transported in is not sturdy enough to protect the printer. Because the cost of either purchasing or making a custom box is prohibitive, Sheila decided to see if there is a smaller printer that might meet our needs. After some discussion with a Roeing network engineer, she came up with a solution that will not only eliminate our transportation worries, but will be much easier for staff to use. She purchased a small desk jet printer that has a small carrying case. It comes with a battery so the printer doesn't have to be plugged into an electrical outlet to be used. In addition, staff will just have to connect the printer to the Instructor laptop in order to allow printing from all lab laptops. With the old printer, they would have to set up the lab wireless network (rather than use the existing wireless network at each library) and connect the printer to that in order to print from the laptops. This solution wasn't an option when we first purchased the lab because the technology didn't exist and because we didn't have separate wireless networks at each library. The older printer is in our inventory and will be incorporated into another department as the need arises.

Michelle spent much of the month working on eTrust antivirus software issues. We recently had to upgrade to a newer version because the version we were using was no longer being supported. The new version is quite different from the old one, and she had been working with Computer Associates to resolve any remaining questions/issues. She has also begun utilizing the reporting features of eTrust to enhance her ability to track virus attempts and ensure that all PCs are up-to-date on their antivirus signatures.

Sheila and Michelle began updating all old procedures and converting them to a uniform format. While working on this project, they began to incorporate screencasts as an additional way to instruct staff. Screencasts are digital video files in which they can capture their computer screen movements and voice to explain how to perform computer tasks – staff can then view them at their leisure. Michelle has selected CamStudio software to create the screencasts…it's free and extremely easy-to-use.

Technical Services News

The month began with self-check installation and training. Jen received training in how to use the self-check station and attended the administration portion of the training. A portion of that training was devoted to how to export reports that will offer us statistics. It took a couple of hours of testing at the end of the month to figure out how to get the reports out of the self-check stations and in a useable format. Getting those reports next month should be much easier, now that Jen knows what she is doing. And when things slow down ☺ she will see what she can do, matching patron barcodes up with age range or patron type.

Jen spent some time this month uploading Technical Services procedures to the Intranet. She has all of the administration, processing, and cataloging portions uploaded and linked. Next month she will work on getting the acquisitions, reports and TLC portions uploaded. In the process of uploading procedures, she realized there are several procedures that need updated. That will be a project for the months to come. She thinks the Intranet going to be a great tool for her department.

Anticipating Phone Tree installation that will occur later this spring, Jen spent some time reading about email notification. She had many questions about how that would work with our automated system as well as with PhoneTree. She has also talked to TLC about all of this, and they have given what answers they can. Until we install PhoneTree, there are some things that just won't be clear. The earliest that we would be ready to install Phone Tree would be the last week of March or the first week of April.

Jen's department did a lot of cataloging this month. February by nature is a short month, but the weather shortened it even more as we were closed one day due to snow. Even with staff out several days due to sickness and vacation and with fewer days to catalog, they still managed to have an awesome cataloging month, adding over 1100 items to the system. With 24 hours of processing help a week, they had very little left at the end of the month that needed to be processed. They all felt like they had an extremely productive month.

DeMotte Library News

Brenda taught 7 computer classes in February and had to add an extra one due to a large waiting list. Her classes are in high demand. Brenda has been on staff for nearly a year. Now that she has been through her first year and experienced all four seasons, she has been working on her office, clearing out paper clutter and unneeded items since she is getting a better grip on what is needed and what is not. It takes a full year at least to make an office your own. There is always a hesitancy to discard things when you can't be certain what might be needed. She is working to reorganize this space to be more functional for her work style.

Evie returned from maternity leave February 25.

February was consumed by snow storms and meetings. In spite of the weather, several programs were well received: computer classes, pre-school story hour, and movie matinee.

Self- checkout is slowly catching on. Brenda observes that patrons are asking more about it and indicating that they want to try it. The children seem the most thrilled with it.

Rensselaer Library News

The adult water fountain is leaking again. Our plumber has recommended replacing it and is working on a quote for us. We have replaced parts in the past and, as it now has 2 things wrong with it, he recommends that we not sink any more money into this unit due to its age.

The weather in February was much worse than usual. Between the heavy, dense fog; snow, thaws, and rain, library programming was negatively impacted.

Paige and Justin, YA patrons and members of the Rensselaer Teen Advisory board, made the comment that they wished other teens would realize that our library is not the stereotypical library where employees are always 'shushing' them and that we are willing to do new and interesting things. Success! We want to be relevant to those elusive teens. Today's teens are the taxpayers and board members of tomorrow.

In our "Book Buddies" book discussion – 3rd through 5th graders discussed "Island of the Blue Dolphins" and ate "island" food of nuts and berries while they made the same beaded bracelet that the book's main character made. In our "Tweens Read" book discussion – middle-schoolers discussed "Kit's Wilderness" a book about a boy living in England's coal district. They looked at, and discussed, pictures of child laborers in coal mines. They snacked on Yorkshire gingerbread and pear nectar. Following the example of one of the characters they also did charcoal drawings. During the "Third Thursday" after school program, twelve elementary students enjoyed an hour of chocolate fun. They finger painted with chocolate pudding, took a chocolate personality test, ate many different varieties of chocolate, and made chocolate "play doh". A mother who heard the children having fun requested an adult chocolate program. ☺

Wheatfield Library News

In mid-February Diana had a phone conversation with Bruce Shepherd. He had been on property with someone named Kevin who will be supplying the plants for the wetland area. They have a $500 grant to buy plants and Diana believes they are soil & water conservation people. There should be around 400 plants

purchased with that grant. Bruce has also started some plants on his own in his greenhouse. They will be planted in the spring. They may put up stakes with string running between them to prevent geese from removing the plants at the beginning of the planting. While visiting the library Bruce made an unpleasant discovery in our wetland. There are drifts of soil on the ice, coming from the adjoining construction site. This should not be happening. When construction began on our libary site, we put plastic up on short wooden poles to stop wind and other damage to the areas surrounding us. It stayed up to nearly the end of construction. Myers Construction did not put the plastic up and apparently the proper paperwork was not done through the Soil & Water Conservation office either. Jodi Wilson, who is an officer for Soil & Water Conservation has emailed IDEM of the infraction. Having more soil in this area will change the nature of it. Bruce wasn't sure of the consequences of additional dirt there other than making it messier. Bruce came back in early March to assess the amount of soil that has blown into that area. He says that it has covered the grass on the east side, and it is thick in some places in the water. He will watch that. An IDEM official was here just after the middle of the month. He came to investigate the points that the Soil and Water Conservation Board had outlined about what was going on with the construction and things that weren't being done to minimize the impact to the surrounding areas. It was snow covered at the time, so the official was not able to see how the water area was impacted. We will keep you posted on this situation.

Bruce will be talking with the Master Gardeners in March about their helping with spring cleanup and maintenance of the planting areas. Diana will wait until later in the spring to solicit volunteers to help out. The logistics (i.e. who would be in charge of the volunteers, etc.) will have to be worked out.

Linda and Diana have been working on adult programming plans. Linda has an April program on electrical safety planned. Diana has the March "Living Successfully With Low Vision" program planned. They are offering a beginning sign language course, running six weeks, starting the last Thursday in March. Pat Oatis is the instructor. Diana will be showing a movie each month for adults and seniors on a Thursday morning. This should not interfere with activities going on at the Fase Senior Center. Darlene DeVries is having a quilt class in two sessions in March. She hasn't determined the type of quilt she will instruct. She is encouraging the quilt club to offer some classes too, as she is too busy to do more classes.

Diana reports that they still have folks coming for a first visit, even if they have lived in Wheatfield 'forever' or just a few years. They are always impressed. A gentleman was very happy to use the Inspire database recently, as he needed information on windmills and power inverters. This is a topic that would be hard to find new information on in a book, and Inspire articles are so up to date, giving the latest information. He said that we were very helpful and appreciated what

we did to assist him in finding the information. Diana told him that that is why we are here.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

Director's Report
March 2008

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

General Business:

Annual Report of Technical Services Librarian & Systems Administrator: Jen Douthit and Sheila Maxwell will present their annual reports at the April board meeting.

Wheatfield Library Irrigation System Water Treatment: As we have evaluated Wheatfield landscape maintenance and the irrigation system, we have discussed the possibility of adding a water treatment system to eliminate sidewalk stains. We have received a quote from Osby Water Conditioning for $2995.00. I am asking the Board to indicate by vote if they wish to pursue this alternative.

Technology Plan 7/1/08-6/30/11: Annually in April we present a reviewed/revised Technology Plan to the Board for their approval. As required by the Indiana State Library, our plan is a three year plan. We review the plan annually to be certain it reflects necessary actions and make revisions as needed. We add actions to the plan and sometimes remove actions that are no longer needed, based on patron need, staff need, legislative requirements, and industry trends. We ask the Board to consider the revisions and approve the recommended changes. A revised and approved document will then be sent to the Indiana State Library for their review. See R 22.

Advanced Tax Draw Resolution: It is expected that tax revenues will be delayed again this year. To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Personnel Policy Review: Our Personnel Policy is up for review this month. You will find a revised document with recommended changes on R 10. Most edits are to clarify confusing language (so that supervisors can more easily administer the policy); because of employment law recommendations (we read employment law literature which keeps us apprised of recommended practices); and/or because of other policy changes that have now necessitated a change in this policy (some library policies contain the same information, so when one policy changes, others are impacted). In addition we have removed some sentences because we had the information listed twice and felt it was redundant. Please pay particular attention to page 3 point 7 (Salary Schedule) as we have added the sentence about adjusting the minimums and maximums because the salary schedule must be adjusted annually to keep up with inflation. Having this tool in

place will make this a regular course of action. You might remember at the start of 2008 we had to play catch up and adjust the schedule considerably because it had not been adjusted since 2004 (the board approved this). It is easier to do this a little at a time each year, and this tool will make that happen. The wording about compression adjustments refers to how we handle things when the federal government mandates a minimum wage hike. As I explained to you at the December and January board meetings, in the past JCPL has handled this situation by utilizing compression increases to ensure that the salary schedule stays in line. It took some research and digging this past year to determine how admin had handled this in the past. Having this sentence in place will remind us all how we have handled this in the past and allow for consistency from year to year, situation to situation. The last sentence about the minimum salary for pages (because they are paid minimum wage) was already in the policy. It has been moved to a new location. On page 5 we have added a definition for courier, a position we have had for 2 years but have never added to the policy. In addition we edited the requirements for the system administrator to be in line with what is necessary for this position in this day and age-in our opinion. On page 8 we have tweaked the portion about excused absences to say that if part-time staff is at work when the library closes for a weather closure, we will pay them for the remainder of their shift. This rarely happens but is a gracious thing to do when part-time staff, who have no other benefits, could potentially lose hours due to no fault on their part. It is simply a nice gesture and something that other libraries do.

DeMotte Library Entrance Reorientation: At our March Board meeting Jeff Anglemyer of Arkos Design addressed the board and gave his professional opinion on the feasibility of re-orientating the DeMotte Library entry. After listening to his presentation you asked that this item be placed on the April agenda for a discussion of next steps.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Tim Schultz, chair of the director's evaluation committee. Tim will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Joan Floyd and Jody Melton also serve on this committee.

Director's Report

Good news! We received our tax settlement check for 2007 revenue. We received 98% of our anticipated property tax revenue which is very, very good.

The State Board of Accounts conducted a surprise audit in March, auditing our 2006-2007 files, records, and reports. We passed the audit with flying colors.

We will eventually receive a written report of our good audit for our files. Board member, Anne-Marie Egan was present for our exit interview.

We received money from the Jasper Foundation this month. We received $225 from the JCPL Fund and $1825 from the Ralph W. Fendig Fund. At our April Management meeting we will be discussing possible ways to use this money. In 2007 we used these funds towards the purchase of our new digital microfilm machines.

Our Capital Projects Plan has been approved by the County Council. In April I will mail our plan and supporting documents to the Department of Local Government Finance.

On Friday, March 14 Jen, Sheila, and I made a presentation at the spring IOLUG meeting. We spoke to an audience of approximately 60 people about our Robert Milroy Digitization Project. Our presentation was well received, so well received that we have been asked to present during a session of this year's Indiana Library Federation Conference.

Terry Gibbs of Precision Control met with Tony Terrano our HVAC technician on the morning of April 1 at the DeMotte Library to discuss boiler replacement options. They had planned a meeting in February, but inclement weather derailed their plans. Terry has reported to me via email that Precision Control has already requested and received some information on possible replacement boilers. They will have pricing options available to us in April. As soon as I have concrete information I will share it with the Board.

After reviewing the costs of maintaining our Sweeps Account, Alliance Bank adjusted our threshold. Our new threshold will be $25,000 for our main account and $15,000 for our construction account. This results in a $8000 and $5000 respectively reduction for our current plans. Amounts over our threshold earn substantially more interest than a consumer account might earn. The bank has processed the appropriate paperwork. Our treasurer and assistant treasurer were involved in this process.

Self-checkout continues to be popular. In March 2,259 items were self-checked. Here is the breakdown by library: DeMotte 338; Rensselaer 1293; and Wheatfield 628.

Our building insurance renewal quote came in. The total package cost will go down $300. Our plan will renew on April 16.

You have received or will soon be receiving a letter from the State Library about the proposed Librarian Certification. This information is the same information I presented to you in your Board packet at the end of last year. These new rules will likely go into effect in mid-summer.

Diana reports that in mid-March workmen were putting up plastic 'erosion guards' along our Wheatfield Library property to the south and west and also on the west

side of the north/south road in the subdivision. Orange snow fencing has also been put up along the north/south road. A complaint had been filed with IDEM and Meyers Construction was given 5 days to get into compliance. Bruce Shepherd will give us guidance in this matter as needed.

The library received kudos in Rensselaer Republican's The Buzz for recycling plastic bags for patrons. The person offering the kudos appreciates our efforts to 'go green'. Beautiful Love My Library bags are available for purchase for 25 cents. The other bags are available just in case someone needs a bag and doesn't want to buy one.

I do provide a quarterly progress report for you in regards to our Long Range and Technology Plans so that you may know what we have accomplished. Since the beginning of the year we have: replaced the printer for our portable computer lab; evaluated space needs in all departments; completed a reference quiz for relevant staff; Literacy Committee met; we have written our user/non user survey; Youth Services bookmarks have been created; screen shots will be incorporated into technology training; Rensselaer and DeMotte public service departments are seeking yearbooks to round out their collection; phone tree software has been purchased; we have upgraded TLC software; TLC hardware has been evaluated; DeMotte wireless printer has been purchased and installed; self-checkout has been implemented; duplexer has been added to our circ desk printer at DeMotte; wide screen monitors have been purchased for DeMotte and Rensselaer genealogy rooms; accurate wireless statistics may now be determined; Homepage Committee has met; HDTV v. Blu Ray is being monitored; we have installed data drops for self-checkout.

I did spend quite a bit of time this month collaborating with Sheila on our Technology Plan revisions.

Kudos to Melissa for the website design; the Crown Point library staff have stated that we have an excellent website.

I have included a brief summary of legislation which passed the Indiana House and Senate this spring. Please see R 60. I will review these points with you at the Board meeting and explain the potential impact.

System Administrator News

Sheila has established auto startup/shutdown for most patron pcs and has put in many hours to figure out how to schedule software updates through Cornerstone. She reports that even though the project was more time consuming than she would have liked as there were many issues to troubleshoot and configuration settings to make, the final solution has saved us bandwidth, saved staff time, and saved us on security.

In anticipation of our IOLUG presentation, Sheila updated to the newest version of Contentdm. The update went smoothly, but installation of reporting capabilities, implemented at the same time, didn't go so smoothly. Sheila is

currently working on re-writing the reports module. Since the update went so well, she didn't anticipate issues with the installation of the reports module and was disappointed that trouble occurred.

Sheila has finally found a solution to some very vexing PCCop issues that had stumped her for quite some time.

Sheila and Michelle are updating procedures as time permits. Other more pressing matters crop up and slow them down. This remains a top priority.

Technical Services News

Jen uploaded another section of Technical Services procedures to the Intranet this month. A chapter on acquisitions has been added.

Jen has been investigating a Debt Collection Module that works with TLC and Unique Management. Patrons and staff alike would benefit from such a module. We have requested a quote on this module for consideration.

Jen enjoyed making our presentation at the IOLUG meeting. She enjoyed talking with people there and re-acquainting herself with the Milroy project. She has a few remaining items to catalog for insertion, and has a renewed sense of energy as we anticipate making an ILF presentation.

Jen continues to work on courtesy and overdue notices and the details of Phone Tree implementation. There are many facets to consider, but in the long run, we will offer a more efficient and patron friendly means of communicating about overdue or nearly overdue materials.

DeMotte Library News

DeMotte celebrated Teen Tech Week (March 3-8) by holding a drawing for $20 in music downloads via gift card. The drawing was open to any teen coming into the library, one entry per day.

An AARP Tax Preparation program was to begin February 25; however, the service was cancelled March 5 by the representative due to illness. Patrons have desired this program for two years and were very disappointed to learn of the cancellation.

Kim attended a Circulations Counterparts meeting in March at the South Haven Public Library. She learned quite a few interesting tidbits about other libraries and has signed up to host the October meeting at the DeMotte Library.

Brenda attended PLA and reports that the conference was a success. She enjoyed the networking and commented that the trip helped forge a good bond with the three library managers as they were able to discuss how some new ideas could best be implemented.

Rensselaer Library News

Emily was invited to speak at the Jasper County Historical Society's monthly meeting. She spoke to an audience of thirty on local history and genealogy research. She enjoyed the opportunity. The Historical Society is interested in taking our old microfilm reader/printers. Staff feel that this is a wonderful opportunity to share community resources.

Susan and Linda attended PLA this year and express their thanks for the opportunity to attend. Linda attended several sessions: Everyone is Getting Crabbier!; Sexy Senior Programming @ Your Library; Rx for RA Training (training staff in fiction/nonfiction reader's advisory); and Off Your Seat and On Your Feet-Proactive Reference. Linda enjoyed the opportunity to get better acquainted with her co-workers. Susan attended sessions on services for teens; services for gamers; teen programming, and story time planning.

Rensselaer Library hosted the NWI Summer Reading Roundtable sponsored by the State Library. Staff from Brook, Crown Point, Monon, and Benton County libraries attended. Ideas for programs and publicity were shared. Michelle Farley, Children's Services Consultant for ISL, welcomed the opportunity to meet with people from northwest Indiana. Afterwards everyone toured the library. Our Teen Room received rave reviews. Susan demonstrated Engaged Patrons to several people.

On March 3 Susan received a call from a Rensselaer patron who was looking for the title of a series her 31-year old daughter had read as a child. She wanted to share them with her granddaughter. Her daughter had been to the Lafayette and West Lafayette libraries, but they were not able to help her. Susan found the information. Some of the titles were held by DeMotte and Wheatfield so staff requested them. On March 8, the patron, her daughter, and the granddaughter came to thank Susan, bearing flowers and a card which read, "Thank you for finding the 'Munch Bunch' so we could share a memory."

Wheatfield Library News

Diana held a book discussion this month using the Jasper County Reads book, "The Curious Incident of the Dog in the Night-Time" by Mark Haddon. She provided handouts for attendees from the National Institute of Health on Aspergers and Autism. In April the book discussion book will deal with autism as a part of Autism Awareness Month. Her group is very interested in this disability and how it affects people.

Diana offered an excellent program "Living Successfully with Low Vision" presented by Verne Sanford. Some in attendance have elderly friends and

family that cope with low vision issues or have their own struggles with this problem. Diana enjoyed his presentation.

Diana enjoyed PLA and reported that many vendors had products or services soon to be released that looked promising.

A 4-H Club will plant geraniums on property this summer. This club sells geraniums and also wants to do a service project with their geraniums. They approached Diana with their idea, and she gave them permission to plant. They will be placed on the east side of the sign. The bowling alley has erected a stone sign, smaller than ours, but similar in presentation. The brick on the sign matches the brick on their building. The subdivision has machinery sitting on it, but it is difficult to know if they are preparing the land for buildings or what exactly is happening.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

Director's Report
April 2008

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

There are no updates to the salary ordinance and no policies to review this month.

Workshop Request: Marlene Beedle and Emily Whitlow have requested permission to attend the Indiana Historical Society's Midwestern Roots 2008 Pre-Conference Session. Marlene and Emily are our genealogy specialists and wish to attend sessions on Finding Indiana Records Online, Genealogical Research on the Internet, Serving the 21st Century Genealogy Customer, and Federal Documents of Interest to Genealogists. Total cost for the two of them to attend would be $110. This workshop will be held at the Indiana State Library and the Indiana History Center in Indianapolis. **If you approve the Consent Agenda Items you will approve Marlene Beedle and Emily Whitlow attending the Indiana Historical Society's Midwestern Roots 2008 Pre-Conference Session on August 14, 2008.**

General Business

Director Salary 2009: As per Board and Administration Monthly Tasks, Director salary for 2009 is determined in open session.

Advanced Tax Draw Resolution: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. We will be doing these monthly throughout 2008.

Wheatfield Irrigation System Update: I did share the Board's desires in regards to the irrigation system with Diana. She in turn spoke with Brian, the gentleman who assists with set-up and maintenance of the sprinkler system to give him instructions. It is possible for the system to be operated manually by Diana, but in his opinion this might not be the best scenario. Please see R 10 for his comments as emailed to me by Diana. He knows more about the system than either Diana or I as he has been the 'go to' guy since the beginning, so I felt it imperative to bring his comments to the Board for your review. If the Board wishes to change their directive, this may happen with a Board vote.

DeMotte Library Boiler and Roof: I have received a ballpark figure for the roof repair and am expecting to have the boiler recommendation/quote in hand for Board meeting. We will discuss both and discuss an action plan.

Budget Workshop: The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2008 Budget Workshop on June 5.

Currently we are a host site for this event sponsored by the Indiana State Library. However, we recently learned that due to technical matters their presentation may not be feasible at our location. We are still working out those details. At this time Gail, Sue, and I plan to sit in, and I would like to invite any interested Board members to join us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information. At our May meeting I will determine who wishes to sit in with us. If we learn that we will not be a host site, we will have to travel to an alternate location, and I can let interested Board members know those details.

Director's Report

I attended several meetings this month: Lifelong Learning Network Meeting of Jasper and Newton Counties; Incolsa Annual Board Meeting; NWI Director's Meeting, and the Property Tax Reform Workshop sponsored by Purdue University Extension.

I offered a Budget 101 workshop for our management team. I focused on the changing budget climate, the budget process we are required to follow, definitions of budget classifications, sources of revenue, our various budgets, and how to use appropriation and disbursement reports when managing department funds. This half day training session was well received.

We received a letter from the Jasper Foundation, Inc. and learned that two individuals have given financial gifts to the library through the 2007 United Way Campaign. One donor was anonymous. The other, named donor, received a thank you for his contribution.

We are working with Kelley Creveling, an attorney for Baker & Daniels, to revise and update our FMLA Policy due to new military leave requirements. We have to be compliant, so it is necessary to do some updates now. By the end of the year the Department of Labor will have final regulations in place which may necessitate another revision at year end. Our attorney has advised that the best course of action is to revise twice, working with what we know now and at the end of the year.

We celebrated National Library Week with a coloring contest for children ages 3-11 and daily prizes for randomly selected patrons.

We did conduct our User/Non-User Survey this month. The Marketing Committee named this event 'Snickers for Surveys'. Individuals filling out a survey were given a snack size Snicker bar as a thank you for their time. A team has been assembled to collate the data and create a report for each library and the system. You will be hearing more about the results this summer.

Susan Englemann wrote an REMC grant, requesting funding for summer reading tote bags, fold up flyers, and other summer reading prizes for all of our libraries. She was awarded $1300. It is terrific that this money is available to help all of our libraries offer fun prizes for this annual summer event.

Our self-check stations continue to be popular. In April we tallied 2089 checkouts which was terrific considering that we lost Internet service to all of our libraries for nearly one entire day mid month. The loss of Internet was due to a fiber optic cut somewhere in NW Indiana. We did receive two positive comments in the KV Post Buzz about our self check stations. You might remember that last month we discussed a negative comment that had appeared in the Buzz. Jen spent some time evaluating our March statistics for the system. In March 442 patrons used self-check. Of these patrons 59% were adult, 7% were young adults, 32% were children, and 2% were staff/board.

I visited the Wheatfield Library mid month and walked the grounds with Diana and discussed landscape maintenance plans. Regarding the south retention pond, at this time Bruce Shepherd feels that the damage from blowing topsoil was minimal. He said there may have been some loss but nothing significant in his opinion.

We have been having problems with KV Post News not running our press releases recently. In mid April they butchered one of our press releases, mis-representing the program and using wording that we would have never approved. We did call and complain and since then press releases have not been included in the paper. At this time last year they did not include our press releases in the paper, explaining that the paper was full of end of the school year stories and left no room for the press releases. We will continue to monitor this situation.

We have learned that the cost of our building insurance has gone down an additional $769. All told our building insurance costs have dropped over $1000 since last year. At last month's meeting I told you the total package had gone down $300. Our agent sent updated cost information after the April meeting. Our policy renewed on April 16, 2008.

System Administrator News

Sheila attended many meetings this month: NICCL Advisory Board Meeting, Computers in Libraries, Automation Counterparts Meeting, ENA Leadership Team Meeting, and the Budget 101 Training Session.

Sheila reports that the NICCL Board met with Becki Whitaker of INCOLSA to discuss INCOLSA's new partnership with technology consultants, Sikich. INCOLSA is entering into a contract with Sikich to offer libraries discounted technology services. They discussed the possibility of offering Chester (through NICCL) as an alternative on the INCOLSA website. They are currently working out the details of this opportunity.

Computers in Libraries offered a wealth of relevant information again this year. Michelle, Melissa, and Sheila each attended 15 different programs in addition to the

keynote addresses that all three attended. They came back with several great ideas, some of which may be implemented immediately and some may be included in our long range or technology plan.

Sheila attended her second ENA Leadership Team meeting this month. Topics discussed included network security, video conferencing and social networking tools for libraries, new ENA product offerings, and ENA efforts to alleviate bandwidth issues. This is not only a valuable learning opportunity, but it allows Sheila to be a voice for libraries and to network with other library staff, educators, and ENA staff.

Technical Services News

In April, Jen cataloged 23 books, 30 serials, 12 videos, 133 DVDs, 10 CD-ROMs, 65 CDs, 3 juvenile CDs, 7 books on CD, 5 juvenile books on CD, 15 hanging bags, 1 kit and 2 Playaways. She originally cataloged 4 books, 5 DVDs, 12 CD-ROMs, 15 CDs, and 1 book on CD. This comes to a grand total of 343 items cataloged this month. Also in April, her department deleted 483 withdrawn items and 336 unnecessary authority records and did lots of cataloging this month. They shipped over 1100 items out the door.

Another great accomplishment this month was the children's standing orders. Because there are so many different children's series available from several different vendors, this is a huge, time-consuming project for Jen to coordinate. It's actually a two part project – part one is getting the information together so that the selector's can choose their series and authors, and part two is then setting us up on standing order for those series once the selector's make their choices. Jen finished part one this month. She hopes that part two will be finished by the end of May.

The other major accomplishment for her department this month was PhoneTree installation. Software and hardware were installed early in the month, and it ran for the first time on April 8th. Each time it is run, we find a few things that need tweaking. Jen is working on procedures for this task.

For Jen April was all about meetings! She attended the budget workshop, which was good for her as a refresher. It was good for her, too, to hear the types of questions some of the others asked. She attended the management meeting and the department head meeting. She also attended the training committee meeting. She thinks the training committee has a good agenda for training that needs to happen this year, as well as a start on what they might do next year.

DeMotte Library News

Brenda scheduled and facilitated a Training Committee Meeting this month. The Committee has planned useful and relevant in-house training opportunities for staff through 2009.

Evie took copies of our newsletter, library card application, bookmarks, and informational flyers to DeMotte Elementary School during their kindergarten round-up event. This is a great way to promote the library to some families who may not be acquainted with us as well as some who are. Also in April, Evie delivered over 100 letters to local businesses/organizations requesting donations for various programs held throughout the year. These donations really help with program food and prizes and other things that the operating budget just cannot support. It is time well spent.

Over 200 people attended DeMotte's Spring Festival. The Friends of the Library provided cakes for the cake walk. National Honor Society volunteers helped staff this event which included games, nail art, hand massages, and prizes. This is an annual event.

Yvonne, Evie, Kat, and Brenda worked on reorganizing closets to better enable staff to access equipment. Brenda reports that it all looks great, and they have room for growth. Yvonne commented to Brenda recently, "work life continues to be a learning experience and a lot of fun."

Rensselaer Library News

The flowers and trees are all blooming- LOVELY!! There are a few areas outside which need a little beautification, Linda would like to approach the Master Gardeners and see if they would be interested in helping us make some of these areas more attractive through the four seasons.

Tess and Rayann held an International Chocolate Tasting program which was well received; it included a power-point presentation, samples, and chocolate prizes. We will offer an encore presentation on May 10. Pama Shreg and Betsy Bossar from Cooperative Schools spoke on the topic of Autism; an Overview and Sensory issues (April is Autism Awareness Month), they were interesting and informative. We currently have a few autistic children using the library. The staff and community raised $42.26 to be sent to benefit the Indiana Autism Coalition.

Linda represented the Library at the Rensselaer Earth Day celebration at Brookside Park, and helped plant the annual tree (this year's was the State Tree/Tulip). It is a great time and Linda looks forward to participating again next year!

In keeping with the theme of Jasper County Reads, the 'Tweens' read "Al Capone Does My Shirts" by Gennifer Choldenko. It is the story of a boy and his autistic sister who live on Alcatraz because their father works there. The group learned some facts about Alcatraz. They also learned about autism and discussed what it would be like to have an autistic member in the family. This month's Third Thursday theme was "Math Mania". We had various puzzles and card tricks based on math. The kids made pictures using tangrams. After estimating how many M&Ms Miss Susan could hold in her hand they ate the candies. They also tried to fit various shapes of crackers together as tessellations. Turn off TV Week Programs included Keith Evans ("Bubbleologist") who

has been here before for Summer Reading. His presentation was more effective this time since there were fewer children present. Everyone was able to get close and see the different properties of bubbles. He was also able to have every child get enclosed in a giant bubble. Char Hermanson wrote the following note: "Thank you so much for the Bubble Program and for letting all of the kids go up. It made my grandsons very happy." "Food Fear Factor", an annual event during "Turn Off the TV Week" was offered. Children taste various types of food that have been prepared differently or given different names. For example – chocolate covered walnuts were chocolate covered beetles / tapioca was fish eye pudding / blue cheese was mold. They also had buffalo jerky, seaweed potato chips from Thailand, and jell-o "worms". Several parents and teens sat in to see the reactions of the participants. In addition families came to the library to an after-hours program to play various Wii sports, video and board games together. According to Susan, along with the "Visit with Santa" in December, "Turn Off the TV" week is the most popular youth event in the Rensselaer library.

Wheatfield Library News

The property west of the library has grass planted all over it so it looks quite green now and soil erosion has likely been reduced. Sod has been placed at the corners of street intersections. There is a single family house that is under construction and a two story structure on the north side. If they are still following the plans Diana was given this would be to the west of the planned park. The bowling alley parking lot is now paved which looks quite sharp. Signage is underway.

Sign language classes started in April. Fourteen students were there for the first session, but about half dropped out by the third meeting. Some of those who dropped out were just renting their books, so Diana will have to call them to bring them back. The Friends purchased the books and the participants could buy the book for $7.50 or rent for $3.00. Those who are sticking with it seem very serious about it. One is a hearing impaired adult.

In March WorkOne of Crown Point used the children's display case for information on disabilities for Disability Awareness Month in March. They included some of our books on prominent persons with disabilities and included a quiz to match celebrities and their disabilities.

Diana attended the Chamber of Commerce meeting at the beginning of the month. Plans are underway for the Sandhill Crane Festival and Car Show on September 20. The old department store building in the downtown area of Wheatfield has been purchased and is being fixed up. It will be rented out to a business. This is one of the historic buildings of the town but has been vacant since the early 1970's

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Director's Report
May 2008

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: Two policies are up for a scheduled review this month. No changes are recommended to the Internet Use Policy or the Study Room Policy. Due to new legislation there were revisions to the FMLA Policy, and we have created a new Military Leave Policy in consultation with an employment law attorney. Please see R 10 and the pages immediately following for a look at these two policies as created by our attorney. **If you approve the Consent Agenda items you will approve revisions to the FMLA Policy and the newly established Military Leave Policy as presented.**

Nonresident Borrowing Fee: Our fee is presently $64. Our per capita operating cost for 2007 was $56.27. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed $56.27. In the past our nonresident fee has been a round figure so setting the fee at $57 would keep us in compliance. If you want to talk about setting a fee other than $57, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at $57.**

Interfund Loan Repayment: State Board of Accounts requires us to repay temporary loans within a six-month period. Due to delayed tax revenue, at the end of December 2007 we borrowed $16,329.60 from the Construction Fund to cover a deficit in BIRF. At that same time we also made a temporary loan from the Construction Fund, borrowing $158,477.50 in order to pay our January 2008 bond payment. The library needs to repay these loans. **If you approve the Consent Agenda items, you will approve our repaying the interfund loans as required by SBA.**

Accounting Practices for 2008: In our Accounting Practices 2008 document we do not say where Rainy Day Fund interest from investments will be credited. State Board of Accounts allows the Library Board to decide to which fund to credit the interest. We recommend that the interest be credited to the Rainy Day Fund in keeping with how we handle other funds (LIRF and CPF). **If you approve the Consent Agenda items you will approve crediting Rainy Day Fund Interest from investments to the Rainy Day Fund.**

DeMotte Arts & Crafts Festival: The DeMotte Arts and Craft Festival will be held on Saturday, August 9. Traditionally the DeMotte library has always been closed on the day of this event due to congestion around the library property. As in the

past the foyer doors would be unlocked to allow access to the restrooms for Ramble runners and book sale traffic. The DeMotte Friends of the Library do conduct a book sale on that day. A janitor would be onsite to maintain and monitor the foyer and restrooms. Board approval is needed to close the library on this day. **If you approve the Consent Agenda items you will approve the DeMotte library being closed on Saturday, August 9, 2008, for the Arts and Crafts Festival, with foyer doors remaining unlocked to allow access to restrooms and the book sale.**

General Business:

DeMotte Public Library Roof: We will hear from Harry Mohler, an architect who will explain options for our roofing project at DeMotte and learn about the process for this project.

DeMotte Public Library Boilers: We will hear from Terri Gibbs, of Precision Control, who will present options for boiler replacement at DeMotte Public Library and field your questions.

Capital Projects Fund-Notice of Adoption: The Department of Local Government Finance has approved our Capital Projects Fund plan up to this point. The next step is to publish a Notice of Adoption one time in two papers. The board must vote to publish the Notice of Adoption.

Advanced Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2008 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

NORWEJ: We received word that there will be a Public Open House/Informational Meeting at the Keener Township Fire Station on June 7 (9am to noon) and June 12 7pm-9pm to present information about municipal water supply for the residents and businesses of the Town of DeMotte. In March of 2006 the library signed a preliminary water commitment, which ensured our eligibility to have the capacity fee waived. Now it is time to tap in and sign a Water Users Agreement. Please see R 18 for an informational bulletin. Some of you may attend one of the Open Houses and/or have first hand information to share. Due to my medical leave I am unable to attend either open house, however the bulletin is very informational. The board will need to vote to sign this agreement so that appropriate signatures may be acquired and proper forms submitted by June 30, 2008.

Director's Report:

We have received a little bit of tax money due to a recently submitted advance draw request. We also received our May CAGIT money.

We have decided to use our JCPL Fund and Fendig Fund money to acquire a Wii unit for each of our public service departments and a Rock Band and Guitar Hero unit for the system to be used for teen programming. This is a new trend in public libraries as these units enhance programming options for teens (drawing this elusive group to the library for programs). In the March/April 2008 edition of 'Public Libraries' journal, contributing editor Michael Garrett Farrelly said this, "...when games come along that inspire players to learn, to be curious about playing music, and perhaps find a voice, isn't it a part of our duty as librarians to find a way to give young people a chance to experience them?" "Every library within the sound of this column needs to have these games on hand. Libraries need to host game nights, jam sessions, and just open up the doors and let the kids play. Games that inspire are as vital to young adults as any book, magazine, or website." Other Indiana libraries (ex. LaPorte Public Library) have offered this type of programming, and it has been well received. We have offered this type of program with borrowed units recently, and teens have come out in large numbers to participate.

Staff in each library has been busy preparing for our Summer Reading Program, Catch the Reading Bug @ the Library. Programs have been planned for all ages, including adults. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, and our web page. We have many talented staff on board who coordinate excellent programs and understand the importance of marketing.

Self-check statistics for May were: 896 items at Rensselaer; 535 items at DeMotte; and 416 items at Wheatfield.

Our official audit report, which is called an Examination Report of the Jasper County Public Library, has arrived from the State Board of Accounts. You might remember that I reported to you earlier this year that we passed our audit with flying colors. This report is our written confirmation and will be available at the board meeting for your review if you desire.

I did attend a State Library sponsored Budget Workshop on May 29. I received valuable information that will really help with budget preparation this year.

System Administrator News

Sheila met with Brian of ENA and Scott of Roeing to discuss options for email filter, firewall, web filter, email archiving, off-site backups, future considerations for bandwidth, web server software, UPSs, antivirus, Vista, switches, managed PCs, wireless access points, laptop lab gaming night, and ArcServe maintenance. We are evaluating our processes to see if any changes can be

made that might reduce technology costs. Budget ramifications are not yet known.

Michelle has completed reconfiguring all Wheatfield MultiUse PCs and has been working with Dean at PCCop to get our PCCop database backups working.

Scott assisted Sheila in troubleshooting GEDOnline issues during his recent visit. He was not able to fix the issue in the time he had available. Sheila will schedule time to continue work on this with him.

Sheila continued work on her 2009 budget. Michelle continued work on documentation, completing the wireless printing, screencasting, and PCCop documentation and began working on Group Policy documentation.

Technical Services News

Jen attended a counterparts meeting this month in Chesterton. She was so excited to be able to attend this one, as she hasn't been able to go to the last two or three meetings. They had a great discussion, talking about authority control practices, finding time to fit in special projects, processing of various items, and the new RDA (which will soon replace AACR2). Jen says, "It was great to get out and talk to colleagues, find out how they do things in their library, and commiserate with one another. Our next meeting will be at Lake County in the fall or early winter."

This counterparts meeting came at a great time. Since the end of April, I've been trying to think of ways we can speed up our processing time, getting books to the patrons sooner. Currently we have a 3-4 month backlog (although we're still recovering from the weird ordering patterns at the end of 2007, so that's not a true picture). It bothers me that the turnaround time is that long. I've been trying to examine our processes from start to finish to determine what could be eliminated. While I was at Chesterton, I took a tour of their Technical Services Department and discovered that West Chester PL does not cover their entire paperback book, but only the spine. Taking a poll of the attendees, Lowell was the only other library who covered the entire book. I was so excited at the thought of how much time we would save if we adopted this practice, and I'm pleased that we have agreed to discontinue covering most paperbacks. My clerks have both said that processing paperbacks is so much easier now, that it is a huge time saver.

Also this month I coordinated the Indiana TLC user's group meeting. These meetings are always valuable, not only in regards to TLC, but to other issues happening in our libraries. It's a different mix of people from all around the state and always leads to good discussion. Muncie, Marion and Anderson Public libraries recently migrated from Horizon to TLC. Our afternoon session was a demonstration of version 4.0, which was just recently released. We had a

demonstration on that same topic a year ago before the version had been released, but people requested another demonstration now that we could actually upgrade. The demo went well. I was disappointed to see that cataloging hadn't changed much. This version took well over 3 years to be released, and they finally just had to get out what they could. I know from a previous national user group meetings that there is more planned for cataloging in the future. I think that staff will be excited to see the new circulation interface and the new features.

DeMotte Library News

Primaries were held in the library meeting rooms this month. That brought a great deal of traffic and interesting conversation.

Computer classes were not well attended but were well received. The participants were happy with the classes and have been coming in asking questions. It is a great way for Brenda to build a rapport with patrons and get seniors over their fear of computers.

Shrubbery on the east side of the building next to the flower bed was removed at the end of the month. This will allow for expansion of the community flower bed. The shrubs were not healthy and were dying. Brent Hoffman is doing a great job with the lawn. It is being well maintained, and he often asks if we need anything.

Brenda is preparing a staff training session on Microsoft Word. She will travel from branch to branch and offer this in-house training using the computer lab.

Rensselaer Library News

We are in the process of having patrons answer questions about our Self Checkout with a short half page survey. The comments so far have been very positive. One comment already led to us changing the wording on the screensaver to say "Touch the Screen to begin". This survey will help us assess patron reaction to this new service.

Kris Hankins has resigned her position as Library Assistant II. Her last day at work will be June 27. Her daughter has graduated from high school and she will be moving to Chicago with her husband. Nicole Capehart an evening clerk has resigned; her last day will be July 14. Susan Engelmann has resigned; her last day will be July 31st, and she will be moving west, Texas or Kansas, to be near family. They will all be missed.

Our children's staff members have been busy with school visits promoting our Summer Reading Program. This years' library bags were purchased with REMC grant money; they are great! The Teen Game night has become highly successful; there is a buzz in the library when this program is going on. Susan

and Angela bring many creative ideas to the library. Emily reported: A lady and her granddaughter wandered in today around story time. The little girl sat in on story time even though she wasn't signed up. The grandmother came up to the front desk and had rave reviews. She said, "We just enjoyed it so much! I want to sign her up for the next one. Please thank that Angela lady, she did a wonderful job."

We received notification of successful application to participate in "Picturing America" a new program sponsored by the National Endowment of the Humanities and the ALA. This is a program to help students and citizens learn about American history through the arts. In September we will receive 40 reproductions (24" x 36") of selected masterpieces of American art and a resource book with lesson plans and ideas for programs. The materials deal with the themes of leadership, freedom and equality, democracy, creativity and ingenuity, American landscapes and courage. The website is http://picturingamerica.neh.gov/ .

Wheatfield Library News

Geraniums were planted in the front sign planting area; no flowers yet. We have had lilacs blooming, bushes flowering, and many of the plants greening up so beautifully. We have had winter kill with a lot of our butterfly bushes. Diana has not done a complete inventory of what has been lost. She'll be making out a list of areas to be weeded, as Dorene Wynkoop's 4-H club will be helping out with weeding or trimming dead items Saturday, June 7. They are doing this for their community service and as a way of 'repaying' us for the use of our meeting room for their meetings. Bruce Shepherd's work with parts of the planting areas looks good. He has sprayed the weeds. The front area in the parking lot has had a loss of plants, so it doesn't look as sharp right now. A patron contacted Diana, asking if she could donate some perennials of hers that need to be divided. Irises and other appropriate flowers will be planted in the front flower bed. That should help the look of the area. Diana will be looking into the price of mulch, seeing about getting grass sown across from the book drop, and checking that the sprinklers are working. The weather has been dry and the leaves of the gingko trees on either side of the garbage dumpster have started to dry out some. Rain is predicted so that should help.

Carolynn & Rachael visited 7th grade (Mr. Green & Mrs. DeBoard) classes. It took 2 days to talk to all of the classes. They promoted our Summer Reading Program, the teen volunteer program, and the library itself. They played a fun Library Jeopardy game and gave candy out as prizes. They planned and offered a Mother's Day Storytime with a great turnout. 11 children with 10 parents attended. Rachael thinks all enjoyed it. They went shopping with gift donations and bought the Summer Reading prizes. They celebrated Children's Book Week, with a candy guessing contest, and there was a 3 way tie. Winners received a book bag and candy. They also celebrated the week with some special

programs, including a Game Day on Monday, Craft Day on Tuesday, and Movie Day on Thursday.

The bowling alley will be opening on June 2, with a grand opening celebration planned for later in the month. One single family house is nearly completed in the new subdivision. Signage has been put up around the subdivision.

Painted Lady butterfly caterpillars have been changing into chrysalises with the kit the children's folks have ordered to go with the bug theme.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
June 2008

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2008 Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

Policies for Review: Two policies are up for Board review in July, the Reciprocal Borrowing Policy and the Internet Acceptable Use Policy. No revisions are recommended to these two policies. Revisions are recommended to the Personnel Policy. The salary schedule that is a part of our Personnel Policy has been revised due to increases in minimum wage and application of board approved personnel policy guidelines in regards to compression adjustments. See R 10. **If you approve the Consent Agenda items you will approve changing the Personnel Policy as noted.**

General Business:

DeMotte Library Roof and Boilers: I will provide an update on where we stand with these projects.

Oath of Office: Tim Schultz has been reappointed to our library board. He will take the oath of office at our July meeting.

INCOLSA Board Appointment: I serve as INCOLSA Board Representative for the Jasper County Public Library. These appointments expire every three years. For me to continue to serve as INCOLSA Board Representative, which gives me voting rights at the annual INCOLSA Board Meeting, you will need to vote to reappoint me as your INCOLSA Board Representative.

Advance Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2008 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Schedule Budget Committee Meeting Date/Time: Gail and I will be meeting with our DLGF field representative on July 18 at 2pm to go over budget matters. After that meeting we will need to meet with the 2008 Budget Committee. At this meeting the committee will review next year's budget proposal prepared by library staff. Adjustments may be made and the committee will present final

recommendations to the full board at the August meeting. We will discuss a meeting date and time at the July meeting. The meeting usually lasts an hour or so.

Director's Report:

Gail and I are gearing up for Budget Preparation time. We will spend the early part of July preparing the 2008 budget for Board Committee review.

Self-checkout statistics for June were: Rensselaer 1645; DeMotte 969; and Wheatfield 1201 for a total of 3815 self-checkouts. Wow!

The Indiana State Library announced in June that they would be transitioning two existing statewide library services, INSPIRE and Interlibrary Loan (ILL) services (from INCOLSA) and offering several new services. They acknowledged in their announcement that 'circumstance and small challenges' were likely to occur during transition time. This has indeed been the case in regards to the ILL process which has been very stressful for our Interlibrary Loan Specialist to deal with. We continue to work with the State Library as big challenges present themselves and are hoping that things level out very soon. Appropriate staff did attend training on both INSPIRE and ILL services provided the by the State Library.

Latest news from the county auditor and treasurer is that tax bills will be sent out in November with payment due in December. This is a vastly different story from what we had been told in the spring of this year. We have looked at our financial situation and have determined that there are sufficient funds on hand to meet our monthly obligations without borrowing from an outside source as long as we receive advance draws periodically. We received a little over $70,000 with our most recent advance draw. We are watching things carefully and will keep the board apprised as to our status.

We have been in communication with our library attorney and with the Better Business Bureau of Massachusetts regarding our dissatisfaction with EVA Subscription Service, Inc. Please see R 8 for a copy of the letter Gail provided for our attorney that details the situation. The bottom line is that EVA owes us a little over $2000 for non renewed magazine subscriptions. Our attorney has advised us that the expense to recoup this lost revenue would not warrant legal action. The BBB of Massachusetts has also reviewed our complaint and sought a reply from EVA, but nothing came of their efforts and the case has been closed. We have moved on to an Indiana based agency, Popular Subscription Services, for our magazine subscriptions effective 2008. It is unfortunate that a company with which we did business successfully for five years has not delivered the services we were due.

System Administrator News

The Internet at Wheatfield was down June 16-19. It was up part of the 18th but then went down again. The problem was with a T-3 at one of the Telcos. It took an extra long time to troubleshoot this because the governor had declared a state of emergency and all Telcos had to make basic infrastructure their top priority, and our issue was handled as they had time.

We received approval for all of our 2008-2009 USF requests (all Internet lines and telephone lines). Sheila filed the USF form 486 that says we will begin receiving service on 7/a for our telephone services. ENA filed the 486 for our Internet lines.

Sheila worked on a modified Table of Contents for computer-related procedures in our Procedure Manual since they have been working on re-formatting and updating all procedures. She plans to share this with our Management Team at our July meeting for their reaction.

Arrgh! Update-24 service requests opened and 27 service requests closed.

Technical Services News

Jen states, "Early in the month, I received standing order lists from the children's specialists, letting me know the authors and series they wanted on standing order. I spent time this month collating those orders. There are several series that we couldn't get from B&T in the past (or at least I thought we couldn't get them from B&T); we had a standing order with Ingram to receive those items. Getting standing order items from two different companies tends to be a little chaotic for Peggy. After inquiring, I realized that a good portion of what we were getting from Ingram, we can now get from B&T. I've switched over those series. After collating, I sent my lists off to my contact at B&T. She called and said that previously, our juvenile series were on our continuations account number, and set up on their end like continuations. She could, however, move them to our Automatically Yours account number. At first I thought that would be a waste of time. But as my B&T contact and I were talking, she pointed out that items on our continuations list get a 29% discount, while items on the automatically yours list get a 44% discount. (There will be variations on both of those, depending upon the item and publisher). That sealed the deal! She spent about a week moving items from our continuation account to our AY account. Once that was finished, she sent me an updated list. I've tweaked it; I found a few mistakes that I made the first time around. I'm making final edits on it, and then this project will be finished!"

Jen shared this news in her monthly report: "While Wheatfield was down a couple of days this month, they used Server Down for their circulation transactions. Server Down has changed with the upgrade to version 3.3.5, so I had to walk Linda through a few of those changes. We have not used Server Down since our servers went to West Virginia. I wasn't sure what I would have to do to upload those files. When I asked TLC, they said if I sent them the files, they would take care of it. Unfortunately, they weren't real prompt about uploading, which caused some problems. Items that had a shorter loan period went out while using Server Down, came back and went out again before those initial files were uploaded. I was frustrated with the time lag, and asked if there was a way that I could upload these files myself. I was told that I could, and given rough instructions. The process that I use to upload, however, requires Server Down to be loaded on my remote desktop. It was loaded, but for some reason, I couldn't get it to open. Someone finally fixed that for me, but I couldn't get the files to upload. By the time I got all of my questions answered and finally was able to upload the files, 5 days had passed. I was so frustrated with TLC. Those files are time sensitive but I couldn't get anyone to look at them in a timely manner. At one point I marked the ticket as an emergency, and that got their attention briefly. I'm glad that I was finally able to upload the items. I can update my procedure now, and not have to rely on TLC's help for this."

Jen updated some procedures this month.

Jen also spent time on certification paperwork and providing patron information for our Self-Checkout Final Grant Report that is due in July.

DeMotte Library News

Summer Reading is taking us by storm. The Adult Summer Reading Program has 496 entries to date! Evie and Kat held programs for kids on Tuesdays and teens on Thursdays. They also established a display in the lobby of the number of books read by the kids (over 900 per week!). With one week still to go, teens have read 36,600 minutes! Teen programs included: a Scavenger Hunt, Tie-Dye, Food Fear Factor, and a movie.

Kim hosted two book discussions on Water for Elephants by Sara Gruen. These both went well and her group enjoyed eating peanuts and Cracker Jacks just like the people in the book who were attending the circus. Kim did tell them they couldn't throw their peanut shells on the floor. ☺

Twenty-two bags of suckers were collected from patrons and staff for children in cancer wards in Indianapolis. This was a staff activity held in conjunction with Relay for Life activities.

DeMotte staff member, Yvonne, had this to share, "Life's a giggle. And the world won't stop spinning if you do something wrong. Still, thank goodness for great co-workers."

Rensselaer Library News

Rensselaer has run out of storage space for their DVD and music cd collections. Linda believes they have come up with a very workable solution. We are still in the beginning stages and tweaking here and there, however, we are finding the new system works well with our DVD collection. We will begin the transition for the music collection after the new shelving arrives in the fall. We have saved having to purchase larger storage units and we have freed up a lot of floor space. This new system also appears to be much more cost effective. The Rensselaer staff are great with their willingness to try to increase our functionality using new methods were available.

The Summer Reading programs, for adults, teens, and children have been well received. We will have totals next month. This summer, the adults are participating in the Summer Reading program. For every fiction title checked out the patron's name goes into a box for the weekly drawing. The prizes are new blue library bags filled with goodies. Our Summer Reading theme is "Catch the Reading Bug @ the Library. The programs have all been well received, usually around 150 in attendance including the adults watching! The magician was incredible! Linda's dragonfly pendant class is making an encore next month. Susan and Angela have done a tremendous job with the children's programming. We have over 330 pre-readers through teens signed up for Summer Reading.

Linda shares these comments from patrons: *A husband and wife, from Idaho, came in yesterday to check out our Genealogy collections. They grew up in Rensselaer and were home for the alumni events. They spent about two hours looking through our maps and books. They had RAVE reviews of the library. They mentioned the building, stacks, and collection looked clean and modern. They thought the Genealogy collection was awesome! *Today the staff member who was here on behalf of Senator Evan Bayh came to the front desk to let us know she was finished using the meeting room. She thanked us and commented that the front desk staff is always friendly and cheerful, and that she really enjoys coming here. *We had a family in looking for materials about where they were visiting on vacation, and they sent the library a post card from the Redwoods, thanking the staff for their help!

Susan reports that children's author Darcy Pattieson will be in Rensselaer on October 7. JCPL is working with St. Joseph's College to provide space for her to meet with elementary education majors and 4th graders from Van and St. Augustine.

Wheatfield Library News

Diana reports that the summer reading programs for youth have been very well attended and that circulation has been up compared to last year. Wheatfield is offering an adult reading program also, encouraging adults to check out an adult book or audio book, submit their name, and earn a chance to win prizes.

Diana states, "I attended the Friends meeting with the lunch at the newly opened bowling alley beforehand. We were allowed to look around the facility, and it is very nice inside and the food was good. They opened early for our group to eat there. The Friends agreed to give Rachael more money for the additional book bags ordered for the younger summer reading group. We didn't receive enough for all of those doing the required reading for the bag. They also have voted to pay for the digital camera I will be purchasing. Rachael and Carolynn have noticed that our current one has not always been working, and they use it a lot for the programs they do. I will be looking for a camera and the flat screen television that the Friends will pay for that will be for meeting room use.... They are working on getting book bags to sell as a fund raiser. They want to market them as being used for other things to avoid plastic bags, since that's the way the trend is going."

Wheatfield offered computer classes in June using the portable computer lab. Ivy Tech students volunteered to teach the classes: Internet Basics and Computer Basics. Diana arranged for these instructors through the computer department at Ivy Tech.

Diana shared, "A BIG head ache for staff and patrons was our Internet/circulation system being down for most of a week. Added to the problems generated with that, two of the days were when we had two story time sessions and the next day having the summer reading program. There will still be many late/fines issues as we go along because of items not being put into the computer.... This also hampered looking up books for book orders and patron inquiries. We have become extremely dependent on the Internet to do basic functions in our jobs! Sheila called to give us reports as she would get them with the status of our problem during those days."

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

Director's Report
July 2008

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

Policies for Review: Two policies are up for Board review this month: the Fax Machine Policy and the Food, Tobacco, Drug, and Alcohol Policy. No changes are recommended to the Fax Machine Policy. A change is recommended to the Food, Tobacco, Drug, and Alcohol Policy. Please see R 10. **If you approve the Consent Agenda items, you will approve changing the Food, Tobacco, Drug, and Alcohol Policy as noted.**

General Business:

DeMotte/Rensselaer Roofs: Architect Harry Mohler will present the designs and discuss the specifications for the DeMotte Library and Rensselaer Library roof project. The board will need to vote to advertise for bids.

Budget 2009: The Budget Committee consisting of Anne-Marie Egan, Natalie Waling, and Mari-Anne Sayler met with the director and business manager to review the 2009 budgets at the Rensselaer Library on July 23rd. The budget was also sent to the County Council on July 31 for a non-binding review as required. The Budget Committee will make their recommendations to the board at the August Board Meeting. The board will need to approve to advertise the budgets at this meeting.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. You did this same thing last year. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost.

Director's Report:

We received word from the Department of Local Government Finance that our Capital Projects Fund Plan 2009-2011 has been approved.

Gail and I prepared the 2009 budget paperwork for the Budget Committee's review in only one week's time. This is a record for us! We were motivated by our assigned meeting date with our field representative. This meeting took place nearly 3 weeks earlier than usual. It takes an amazing amount of time to pull together all the needed information to crunch the numbers, but we got it done. This is the 3rd budget we have partnered on, and we have our process 'down to a science'. Budget Committee met to review our work on July 23.

We did receive another $89,600 in tax revenue due to one of our advance tax draws.

I did send an email to Senator Brandt Hershman in regards to our issues with EVA Subscription Services, asking for intervention on our behalf by a Massachusetts Senator.

I do provide a quarterly progress report for you in regards to our Long Range and Technology Plans so that you may know what we have accomplished. Since my last report we have accomplished the following: offered our one-county reads program; staff have attended a variety of workshops and other training events; completed Tech Plan timeline; reviewed space needs; completed adult reference quiz; created, distributed, and processed data for our user/non-user survey; created bookmarks; salary/benefits were reviewed; added three new sections to our Tech Plan; evaluated a new format for our Milroy Digitization Presentation, evaluated we-page editing software; Tech Plan was evaluated, revised, and approved; disaster recovery meeting was held; contacted computer consultants about content management software; evaluated filtering software, network security, email spam/phishing filter, software/hardware from web-based attacks; evaluated anti-virus software; evaluated email front-end software; evaluated backup method/software for financial computer; considered ENA backup and recovery services; attended TLC user group meeting.

Self-Checkout stats for July included: DeMotte–609 items; Rensselaer–1194 items; Wheatfield–625 items.

On occasion we collect money from staff and board members who wish to donate to our Flower Fund. Donations are purely voluntary. The flower fund is used to send flowers, balloon bouquets, cards, etc to employees and board members in the event of a serious injury, hospitalization, or a death in their immediate family. Our flower fund has gotten to a level where the business office needs to ask once again for contributions for this staff/board fund. If you wish to contribute, you may make checks out in the amount of $5.00 payable to Jasper County Public Library Flower Fund and give them to Gail. Cash is also acceptable. Thank you in advance.

System Administrator News

Outlook Web Access (Oulook from home) stopped working after a Windows Update was applied. Sheila uninstalled the update she thought was causing the problem and it began working again. She has learned that this is something that other companies have discovered/experienced as well. She'll have to wait until Microsoft fixes it before she can apply updates again.

Sheila filled out Data Grid Worksheets for Embarq for our local and long distance phone service for the USF grant. She reconciled our USF reimbursements for the year. She still has to contact Embarq regarding some corrections. She also needs to fill out a BEAR form for NITCO in order to get reimbursed for the 2007-2008 USF funding year.

Sheila installed 3 new UPSs to replace faulty and old UPSs purchased in 1997 (1 for each branch). The UPSs will now keep the servers on for at least 10-15 minutes when the power goes out.

Sheila assisted Linda Poortenga with final self-check grant questions. She spent time updating all laptops for the mobile lab to Office 2007 and packed the Intranet database to try to speed it up.

Technical Services News

This was another month of cataloging. Jen cataloged the last of the NetLibrary records that she had stockpiled for a few months. We now have a total of 2057 records for e-audiobooks. In addition, her department cataloged over 1000 items again this month.

Jen reports, "when we upgraded TLC in January, the upgrade created a problem with one record in serials. TLC support and I came up with a work-around until the problem could get fixed. This month, TLC applied a patch to our database to fix the problem. Of course, fixing one problem created some minor changes in the serials module, which the magazine people and I are now dealing with."

Jen continues "we had to deal with Server Down issues a couple of times this month. Wheatfield used Server Down last month when their Internet connection was down for a few days. I had lots of problems uploading those records, as I detailed in last month's report. DeMotte was down briefly this month, and sent me more files to be uploaded. Once again I had problems. The Server Down icon on my TLC desktop would not work. That issue cropped up last month and had supposedly been fixed. I am told it is permanently fixed now. Once I had access to Server Down, uploading the files went fine, but I could not see the error logs. TLC support had to log in to my TLC desktop and make some adjustments. I believe all problems have been fixed, and I know enough to update the Server Down procedure for both public service staff and myself."

After Wheatfield was down last month, staff asked that the Server Down software be loaded on more than just the circulation computers. This would allow check in to happen at a work room computer, for instance. Upon implementation a problem arose, but Jen and Sheila were able to resolve the problem so that Server Down can be used on computers other than the circulation desk as per staff request.

DeMotte Library News

Adult Summer Reading ended with 625 participants. Summer Reading Program for children wrapped up on July 1 with a final party. 4,825 books were read by children! Total number of minutes read by teens was 53,080!

DeMotte's 'all age' program was a big hit this month. Circulation clerk Kimberly Sutton did the Brickyard Race contest. 35 participated, and the winner received a race car cooler. Brenda states their goal is to offer intergenerational programs that some men would be interested in.

More people are asking genealogy questions of Genealogy Specialist, Marlene Beedle. Use of the room is going up.

Kim hosted a luncheon for the book discussion in July that was attended by 18 individuals. Staff prepared wonderful refreshments for this program: chicken salad, cucumbers in vinegar, iced tea, lemonade, dessert, rolls, chips, and jello. Attendees seemed to enjoy themselves.

Rensselaer Library News

Nicole Capehart, Kris Hankins, and Susan Engelmann's last days were this month. We have filled the clerk position with Jamie Jones, who was a clerk at Wheatfield. Sandy Schoonmaker is our newest Library Assistant, and we are beginning the process of interviewing for the Youth Services Specialist. We continue to draw quality people to our organization. Linda presented a bracelet making demonstration at the Jasper County 4-H fair at the request of the Learning Network. The dragonfly pendant program continues to be a tremendous hit. One patron and daughter attending the dragonfly pendant program said "They have their most fun at the Library!" Linda will be presenting this at the Lake Village Library in September as a Learning Network opportunity.

The Summer Reading program for adults had 58 participants reading. We drew a ticket out of the box each Monday afternoon; the patrons who won enjoyed all the goodies and the blue library bags from the Marketing Dept. We plan to continue offering this program each summer.

The children's Summer Reading Program was very successful. 110 pre-readers and 184 readers signed up. 122 children reached the third level of 18/36 books

to receive the tote bags purchased with REMC grant funds. 90 reached the 4th level and 80 children reached the 5th level of 30/60 books. 25 read for the entire 6 weeks earning 2 free books this summer. Funds for the prize books were donated by the Friends of the Rensselaer Library and Wal-Mart. The Wednesday programs averaged 100 attendees in spite of being held at the same time as the theater's free movie. Angela Barton had a very successful teen Summer Reading program-Read for Rewards. Rewards included Blockbuster certificates and flash drives. In keeping with the 'Metamorphosis' theme, the craft programs involved changing socks into puppets, magazines into bowls, and duct tape into wallets.

Wheatfield Library News

Summer Reading numbers have significantly increased. Kids eligible for the Summer Reading Program include those who have completed kindergarten through 4th grade. Limiting the program to this age bracket works well at Wheatfield, the number one reason being a space issue. At 100 kids, it gets very crowded. Rachael did a small comparison of the 2007 vs. the 2008 program. In 2007- 85 kids read 6 books (a requirement for attending the party). In 2008- 102 kids read 6 books. In 2007-70-75 book bags were given out. In 2008- 92 bags were given out. In 2007- attendance for the 5 programs was 61,67,67,80, & 78. In 2008-attendance was 107, 85, 91, 86, & 96. Kids really enjoyed the programs, even the movie; they also enjoyed the prizes in the prize drawings. To her knowledge, we didn't receive any complaints. One mother was disappointed that her pre- kindergartner wasn't eligible, but after explaining the space issue, she was fine with it. The teen volunteers are a definite help to this program. And of course, she couldn't have done it without Carolynn, who is always very organized and has great ideas.

Bloomfield has visited Wheatfield to determine what is wrong with the small heat pump in the IT room. They are trying to determine if the compressor is at fault. The AC will run briefly when staff bypass the blinking message.

The book display this month was health related, to tie in with the Community Connection front page article for the month.

Bruce Shepherd has been keeping up good communication with Diana about the status of plantings around the area. He sprayed the weeds around the building after the 4-H group cleared the areas out. He cut down the tree that had fallen down and has added hundreds of plants to the wetland, along with other members of the Jasper Co. Soil and Water Conservation Board. There are native grasses now planted on the south island of the parking lot in front. They will have a nice fragrance when they bloom according to Bruce. Soil erosion blowing into our wetland over the winter (before Myers Construction put up the barriers) added 2-3 feet of soil where there had been grass on the east sides of the wetland area. It has also added a layer in the wetland proper, but with the

additional plants put in, they should help it settle, and the area will retain water better next year. This is a dry time so water is only in the south section. Bruce said only one person (who happened to be wearing perfume) got a mosquito bite the whole time the planting was going on. This illustrates how these areas balance out when left to be natural. There are dragonfly nymphs and other things that are eating mosquito larvae that are in the water. He said next year there will be more color with the established plant blooms.

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
August 2008

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

2008 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

Policies for Review: Three policies are up for Board review this month, Board of Trustees Bylaws, Walking Books Policy and Mobile Computer Lab Policy. No changes are recommended to the Bylaws. Changes are recommended to the Walking Books Policy and the Mobile Computer Lab Policy. The changes to the Walking Books Policy are recommended to clarify some points and also to address a situation we experienced with a male patron. Tying the Walking Books Policy to our Behavior Policy seemed appropriate. We have removed the portion about mileage because our Personnel Policy clearly states how we pay mileage so it is not critical that that point be made in this policy. In addition with another agenda item in September we will be discussing the perimeters of mileage reimbursement. The Mobile Lab Policy has been edited to clarify points, update our inventory, and to explain the rotation schedule that is used for the lab. It is moved from branch to branch on a monthly schedule because it is cumbersome to move, and the schedule helps with computer class scheduling/planning. **If you approve the Consent Agenda items, you will approve revising the Walking Books Policy and Mobile Computer Lab Policy as noted.**

General Business:

DeMotte Library/Rensselaer Library Roof Project: Architect Harry Mohler will lead our discussion regarding roof bids for our project and next steps.

Wheatfield Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Budget 2009: At the September meeting you will need to pass a resolution adopting the 2009 Budget as advertised. As a reminder here is a budget summary: Operating Fund $1,933,621; Library Improvement Reserve Fund $80,000; Bond & Interest Redemption Fund $318,310; Capital Projects Fund $47,000; Rainy Day Fund $23,700.

Mileage Reimbursement: For as long as I have worked here our staff handbook has stated the following 'mileage is paid only for travel between towns. Travel within the town limits in which you work is not reimbursable'. We

have some staff who, as a part of their duties, do a fair amount of regular in-town driving: making bank deposits, driving to the post office, delivering materials to the homebound, placing publicity posters around town, making presentations to/offering programs for organizations (schools, head start, etc.); dropping off/picking up paperwork from the courthouse, newspaper, etc. In these days of high gas prices and a tight economy staff have asked that we reimburse for all work related travel, local and long distance. I have researched what other libraries do and have learned that some libraries have library-owned vehicles that are used for library driving. Others pay mileage for staff travel on library business, whether local or long distance. Another library director in a nearby community has staff who are also asking for local mileage to be reimbursed for the same reasons. The State Board of Accounts allows for reimbursement, regardless of whether the miles are traveled in the city limits or outside of the city limits. We recommend that staff be reimbursed for all library related travel, for travel outside of the city limits and for in city limits travel too. Those local trips do add up, and we are requiring them to do this driving in their own vehicle as a part of their job. We recommend that the board vote to reimburse work-related mileage for local and long distance travel and that all policies, and procedures, and guidelines be revised to reflect this decision.

Advance Tax Draw Resolution: Earlier in the year we discussed the need to submit monthly requests in 2008 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Director's Report:

Good news! News reports on September 3 indicated that Jasper County tax bills will be mailed out on October 1. First installment is due October 31 and second installment is due December 10. That is very good news!

This summer, our Database Committee dropped several databases and added some new ones to better meet patron needs. New additions are Health Reference Center, Science Online, and Tumblebooks. The new arrivals have had several hits already which means patrons are checking them out!

The Marketing Committee participated in Cops Night Out (2 locations). Several JCPL staff members set up booths and provided face painting, freeze pops, and prizes for attendees. Events like these allow staff to get out into the community and meet/greet people in a new and different way. We always pass out library marketing goodies to make our presence known and encourage people to come and visit us at the library.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote

literacy, to create conversations among communities, and to foster critical thinking related to a theme. This event takes place in October, and I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved! Book discussions and author visits are planned in our libraries, and St. Joseph College will host an author visit too. 2008 titles are: Shadow Divers by Robert Kurson, The Lightning Thief by Rick Riordan, and The Journey of Oliver K. Woodman by Darcy Pattison.

Gail, Natalie, and I did attend a County Council meeting on August 22 along with representatives from other county units. Council members did ask a few questions about our budget, but made no critical comments. It seemed that they were primarily in 'listening mode'.

Self-checkout statistics for August include: 902 Rensselaer; 386 DeMotte; and 508 Wheatfield.

I will have a copy of the Consumer Complaint Form we have filed with the Office of the Indiana Attorney General at the September meeting for your review if desired.

System Administrator News

Sheila attended an Automation Counterparts Meeting this month. There was a great turnout and lots of great discussion. They discussed the new INSPIRE site, the possibility of creating a consortium for open source initiatives, wireless access for patrons, Vista, Office 2007, Windows Server 2008, certification credits, recycling computer equipment, web site hosting and VINE. Sheila reports that she always learns so much from her counterparts group.

While speaking with Cornerstone support about an unrelated issue with a lab laptop, Sheila discovered that an option in the Cornerstone software has been causing the Delayed Write Failure errors that many of our PCs have experienced for months now. They had an easy fix for this issue, and Sheila performed the fix on all patron PCs. It's amazing how such a small thing can cause such a major problem.

Sheila's big project this month has been Cymphonix. She installed Cymphonix into our network on the 6th. After going through the User Guide page-by-page, she configured it for our network and created an administrator guide which contains installation notes, configuration settings, usage notes, troubleshooting, and other miscellaneous notes which are specific to our library. After meeting with me to determine filtering categories and discussing implementation with management, she performed the switchover from WebBalanced Internet filtering to Cymphonix on the 15th.

Arrgh! Update: 27 Service Requests opened, 62 SRs closed.

Technical Services News

Jen reports that overdues have moved out of her department! ☺ This was a happy day for Technical Services. Jen spent much of one day trying to install and configure Phone Tree software on Rayann's computer. She had a few technical problems getting it installed, but with help from Brad (from Roeing) and PhoneTree support, she was able to get it up and running. We've had one small glitch since then that required support's help as well, but other than that, Jen thinks things have been running smoothly for Rayann.

Jen also spent time working on procedures again this month. She has some ready for distribution, but has been waiting until she finishes up the server down procedure before distributing all. Unfortunately, every time she tests server down, something new or different happens. Every time she asks TLC a question about server down, she gets a different answer. She tests it once and everything works smoothly. She tests again to try out a different feature and nothing works. She's been very frustrated with the whole thing. Her goal for September is to get all of the bugs worked out, so that all branches have an updated copy of the procedure.

This month Jen was able to take some time and focus on a few projects that had been placed on a back burner. She has been doing a little authority/database cleanup work, which is work that she enjoys. It has been a nice change of pace for her, to get back to work on cleaning up subject and name headings.

Jen's department had another great month of cataloging. For the 7th straight month, they've cataloged at least 1000 items. They've been working hard to reduce their backlog, and Jen thinks they are making progress toward that end.

DeMotte Library News

Brenda reports that Kat Kristoff has tendered her resignation in order to be home with her family, and we have hired Beth Reasoner for the position of Youth Services Assistant II. She will begin on Sept. 12th. Beth plays the guitar and in past positions has created several music and literature programs.

Brenda reports that DeMotte's magazine circulation is a great collection that Kim Delger continues to maintain and develop. In August circulation was nearly 1000. That is Kim's goal, and staff will all celebrate when she hits it. This is just one of the great examples of our team work and great dedication of staff.

Evie is moving shelving to establish a DVD area in the children's section. She will be changing the area around and moving some of the DVD's out of the adult section. This will open up more room for the adult collection.

Computer classes this month were lean in attendance. Brenda is now going to only offer Monday classes due to the low number of people. She did have several classes of 5 and 6 so she is encouraged. Word is getting out. Participants expressed a desire to see class announcements in the paper, and Brenda did explain that we do send press releases to the paper, and it is the newspaper's choice whether to run them or not.

Rensselaer Library News

Linda reports some problems with our library carpeting. She has been in touch with Quality Floors, the company who sold and installed the carpeting and is waiting for a call back from them. There are many areas which are letting loose at the seam and bubbling. We will keep you posted as we gain more information from them regarding the problem and learn whether it is the actual carpet or the installation.

Linda had a community services volunteer pull all the weeds on the property. It took him three days but he was thorough.

Linda reports that Angela Barton, our new Youth Services Specialist, has already been doing a wonderful job in her new position. She has added information about the Books 2 Bridge a Region initiative to our MySpace page and gave an impromptu report about Books to Bridge to the Rensselaer Rotary. She was given less than 24 hours notice that Rotary was in need of a program and eagerly agreed to speak at their lunch meeting. Tess Hamel, our ILL Specialist, has tendered her resignation effective September 30, 2008. She and her family are moving to Colorado.

The Rensselaer library received a comment from Wal-Mart manager Pam Rardin at the Rensselaer Rotary meeting. She said "I've been to different libraries all over and this library really tries to reach out to the community and get them involved."

Wheatfield Library News

August book discussion book was Nights in Rodanthe by Nicholas Sparks. Everyone enjoyed it. Attendance was good for a summer session, but it wasn't a long discussion since it was chosen to be just a nice summer, almost "beach" read. Diana thought she would get home early from this evening program, but two of the members were busy visiting with each other for quite awhile afterwards. One of our sporadic attenders is high in the Democratic Party and attended the Democratic National Convention. Diana saw her on TV (ABC) in one of the many camera shots of the crowd!

Diana attended a Department Head meeting. She thinks we always have good discussion, and it's a chance to really talk about some of our issues in a supportive atmosphere.

Diana reports that Bloomfield came out again to work on a solution for the AC unit that was not working in the IT room. The technician replaced a wire connecting the outside unit to the inside unit that had broken. He was able to put the wire through the wall into the mechanical room with an existing water line and took it to the IT room from there. That was a much better solution than having to drill a hole in the stone wall. The original wire was put in with a number of others in concrete, which was very tidy at the time, but replacement was not possible using the same path because they are encased in concrete. His comment was "...we don't do it that way, so it wasn't our design. It must have been the architect's or someone like that. There is no way to get the old ones out and replace them." He found a great solution to the problem, and now we don't have to worry over the AC unit working or not.

Diana and her staff have noticed an increase in reading, at least they think so. One patron remarked that she couldn't afford to go anywhere now, but staff commented that a book can take you anywhere, and she agreed. She said she has always loved to read.

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
September 2008

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for review this month: the Reference Policy and the Computer and Typewriter Use Policy. No changes are recommended to the Reference Policy. A minor edit is recommended to the Computer and Typewriter Use Policy. We have allowed covered drinks in our libraries for years, disallowing drinks near library computers. We have noticed that patrons do have their drinks near the computer (because they do not know our policy), and we have not had problems with spills. We recommend changing the policy to allow covered drinks near the computers. **If you approve the consent agenda items, you will approve changing the Computer and Typewriter Use Policy as noted. Please see R 10 for details.**

General Business:

Additional Appropriation: The Board will determine if they wish to approve, reduce, or disapprove the additional appropriation as advertised.

DeMotte & Rensselaer Library Roofs: At your September meeting the Board voted to take the roof bids under advisement. This month the Board must determine how they wish to proceed with the bids received for the DeMotte and Rensselaer Library roofs.

DeMotte Library Boiler: Architect Harry Mohler will make a presentation to the Board regarding specs for the DeMotte Library boiler. The Board will need to pass a motion to seek quotes for this project as per the specs.

Advanced Tax Draw Resolution: At various times this year we have requested an Advance Tax Draw from the County Auditor. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

2009 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2009. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Anne-Marie Egan (chair), Joan Floyd, and Jody Melton. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

We have changed the title of a classification to better reflect the nature of the work. We have changed the title Assistant to the Business Manager to Human Resources Specialist. We have alerted PERF of the name change, they have indicated that no resolution is required.

September began with our day-long Staff Development Day, hosted by the Wheatfield staff. Melissa Widner started our day with an awesome overview of our reference databases complete with a hands-on learning exercise that was done in groups of 2-3. After lunch we spent a portion of our afternoon on wellness topics. Enthusiastic and energetic presenters from KV Health Center spoke to us about the importance of exercise in stress management and overall good health. They got us on our feet to 'Zoomba' and taught us stretching exercises that can be done at our desks. We heard about the merits of massage from staff at Hollywood Nail and Spa and wrapped up the training day with a fire-extinguisher training session, complete with hands-on practice. Sue Tobias and Jen Douthit created a terrific mixer in the afternoon to get staff up and talking with various staff from all over the system. Factoids about each staff member were listed on a sheet of paper, and we had to determine which staff member went with each factoid. What a great way to get better acquainted! Since we have three buildings in our system, this type of activity is important for relationship building. Wheatfield staff were terrific hosts, planning a great lunch and snacks to sustain us and making us all feel very at home in their beautiful library. Staff evaluations of this training day were overwhelmingly positive.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued 319 new cards!

Self-check stats for September totaled 5593: 430 for DeMotte; 1132 for Rensselaer; and 559 for Wheatfield.

We have noticed a fair amount of unraveling, fraying, and buckling of the Rensselaer Library carpet. We have contacted Quality Floors, the company that sold us the carpet. The owner of Quality Floors visited with Linda and I on October 2 and inspected areas of the carpet that we pointed out. He has indicated that the carpeting behind the circ desk and in the workroom is delaminating. The cushioned backing is pulling away from the carpet. A claim needs to be filed with Mohawk (the manufacturer of the carpet). Quality Floors will take care of filing this claim and help us navigate the claim process with Mohawk. It is probable that the carpet in the workroom will need to be replaced. The design we have selected is still being manufactured, but we will have decisions to make regarding the cushioned backing. The carpet in the public area is not experiencing delamination. There are some

maintenance issues (a need for pressing and re-gluing in spots) that need to be addressed by Quality Floor installers. Installers will be sent out immediately. I have been advised that this maintenance work is not uncommon as the carpet has adjusted to its space. I will keep the board apprised as we work through the claim process with Mohawk.

Angela, Rachael, Evie, and Beth all attended the 2008 ILF Children and Young People's Division Conference. The conference was held on Thursday, September 25. Angela found all of the programs she attended to be helpful and informative. She attended Serving Teens Outside the Library: MySpace; Elementary Pizzazz, which gave great ideas on how to design "Activity Kits", which would come in handy for our Third Thursday Program; Library 2.0, which gave great online sites to market to teens and get them involved with your online community; and Kids@ Your Library, a program detailing next year's Summer Reading Program. Angela found all of the speakers to be very interesting. She reports that she enjoyed hearing how "E.B. Lewis created his illustrations for books; Chris Krutcher was hysterical and he gave an excellent overview into his writing process and Jim Gill really got the audience involved when he had us sing his songs for story time aged children. If at all possible, we would love to have Jim perform for the JCPL system." Rachael enjoyed the conference too and attended many of the same sessions that Angela attended. She felt that the authors who presented were particularly amazing. She was able to get some library copies of their books autographed. She thought that all of the children's specialists got valuable ideas to help them plan their programs. Elementary Pizzazz will be valuable when they plan afterschool programs. Beth's favorite sessions were Digging Into Hoosier History by presenter Barbara Olenyik and Jim Gill. She reports that she was grateful to have been included in this conference and found it a good experience to share with new co-workers.

The web address for the Jasper County Public Library web site has changed from www.jasperco.lib.in.us to www.myjcpl.org, effective September 18. We have changed the address to something, hopefully, more exciting and easier for people to remember. The old address will continue to work. That will be helpful if people have us bookmarked, and it will take us a while to change our newsletter and other marketing information.

2009 is the last year for our current Long Range Plan. In 2009 we will write our next five year plan to cover 2010-2014. This month I met with librarians Linda, Brenda, Diana, and Jen for a Long Range Plan Pre-Planning Meeting as we anticipate next year's work. We met at the Lowell Public Library for a day of planning/discussion. We met off-site intentionally to give us a break from our 'normal environment' and to remove the distractions that our 'normal environment' sometimes brings. We all felt very energized and that the day was very fruitful!

Gail, Sue, and I recently attended the 2008 ILF Legislative Forum. We received a renewal overview and an insurance plan update on our 2009 ILF Insurance and Benefits. We also received an overview of the upcoming legislative session, an

overview of a consolidation coalition that is in place and heard a discussion of unintended consequences of HEA 1001. It was an informative day.

Jen Douthit, Sheila Maxwell, Melissa Widner, and I will make a presentation about our Milroy Digitization Project at the Indiana Library Federation Conference on November 19 in Indianapolis. This is the same presentation that we made at the spring IOLUG Conference.

System Administrator News

Last month we reported the installation of Cymphonix (web filtering software that replaced WebBalanced-a product we were no longer happy with). Cymphonix has prioritizing capabilities, so it is possible that we can discontinue ENA prioritizing and save a monthly fee. We are still evaluating the functionality of this component so haven't made a final decision yet, but it may be an option.

Sheila reports, "All Internet Explorer issues ("cannot display webpage" error and IE crashing) have not occurred since WebBalanced was uninstalled!!!"

We have been using our Intranet for over a year now, and staff find it very helpful. This month Sheila tweaked a few things at the request of staff and made this online tool even more functional.

Sheila has learned that the Rensselaer School System plans to install fiber. Arrgh! Update: 33 service requests opened; 74 service requests closed. At the writing of this report, there were only 13 open requests in Arrgh!

Technical Services News

Jen reports, "This was a great month for in-house gatherings, with staff development day and our long range pre-planning meeting. I really enjoyed the staff development day, as did my staff. They commented that it was one of the best days they had attended. I also enjoyed our day at Lowell. I thought we had a lot of great discussion with great ideas coming out of it. I look forward to more of these meetings in the months to come."

Jen continues, "Once again my department had another stellar cataloging month. For the first time in three years, we've had a fairly normal year. 2006 was the year of the grant, where I was doing very little cataloging and my staff was taking on extra work to help out. 2007 was the year of my maternity leave, and my staff was taking on extra work to help out. 2007 was also the weird year for purchasing. This year has been normal thus far (knock on wood), and I think that's being demonstrated in the amount of material we're able to move out the door. We've also cut back on some of the extra projects that we are doing. All those projects are important, and we'll get back to them at the end of the year when we've reduced our backlog somewhat."

Jen and her department worked with our AV collection in numerous and varied ways this month: facilitating an AV shopping trip; relabeling and/or reclassifying CD collections for each library; and cataloging new items. All of this work leads to a top notch and current collection that is easily accessible for patrons.

Jen continues to work on the Milroy project, devoting a day a month for now. She enjoys the work when she has time to do it.

DeMotte Library News

Regarding her new children's assistant, Brenda reports, "Beth is a ray of sunshine to our staff. She was here one week and had Talk Like a Pirate Day emailed to the staff. It was great! She made a scrolled sign with sayings and taped it to the front of her desk. She plays the guitar and adds some music to our program."

Brenda continues, "Beth and Evie went to CYPD with Angela and Rachael. It was a great bonding conference and they were so excited with they came back. Ideas are flowing and the group seems to have bonded."

As a part of the Books to Bridge a Region program, Oliver K. Woodman has been seen around town in DeMotte. Oak Grove residents read to him, and the dentist cleaned his teeth (they even sent Oliver a "bill" that the business office "paid" with Monopoly money!). This has been a great activity for staff and patrons as a book character 'comes to life'.

Evie worked hard to promote National Library Card Sign-Up month by doing a display in the lobby, distributing bookmarks to all elementary students, and arranging for a weekly prize drawing. Library card applications were sent to all DeMotte Kindergarten students, since they were not able to visit the library this year. Seventeen children signed up for a fall themed after school program.

Rensselaer Library News

A new Music Display Unit has been added to the library, and Linda reports that it is lovely. Staff are getting rid of the browsers, and CDs will be displayed face-out, which leads to a very attractive presentation. Patrons have been very complimentary and appreciative of this new presentation/approach to CD shelving/browsing.

Linda reports, "the Friends of the Rensselaer Library have purchased new promotional book bags, with their logo on it. They sell for only $10.00 and are available in black/natural, pink/brown, and light blue/navy. They are terrific, and are on display in our Book Sale room!" She continues, "The Friends of the Library sponsored a musical performance by Todd Samra, a professor at St Joe. We had 24 people attend the event. Todd gave a fun pop/jazz concert on his new keyboard.

Everyone who attended thoroughly enjoyed the performance, the refreshments, and the conversation with the musician after the performance."

Linda also reports, ten of the Rensselaer Public Service staff attended the Staff Development Day workshop, held at Wheatfield this year. It was a whole day session; staff enjoyed having it as an entire day session. Staff really enjoyed Melissa's presentation on library databases and the hands-on practice exercise; the fire extinguisher training; and the physical exercise of Zoomba! Linda enjoyed the Long Range Plan Pre-Planning meeting at Lowell, naming it a "wonderful brainstorming session" and stating that "this session was invaluable in creating energy, excitement, and networking opportunities!"

Angela and Nancy had 28 children attend their "Speak Like a Pirate" Make it/Take it Craft. Nancy brought in mannequins and dressed them like pirates to help advertise for this event and add flavor to the children's section. Monnett first graders visited this month to sign up for their library cards. 100 were issued!

Wheatfield Library News

Rachael set up and manned a library booth at the Sandhill Crane Festival. Carolynn and some teen volunteers helped for a portion of the day as they marketed library services with their attractive booth. In addition to marketing activities, Rachael was very busy with youth programs this month. Fall story time has begun. She added a session due to demand so now she has 3 sessions total. In honor of National Library Card Sign-Up month, first grade classes visited the library and Rachael visited the kindergarten classes to read a story and tell them about the library.

The Friends of the Library are selling canvas bags as a fundraiser. The also had a booth at the Sandhill Crane festival, selling popcorn, sno cones, coffee, and muffins. The Friends groups use a variety of creative means to generate funds to support their library.

Diana reports that she also thought the Long Range Plan Pre-Planning meeting went well. She thought it gave us a good basis for thinking about issues/goals for the next five years and allowed for some good 'bonding' time.

The Wetlands program was well attended. Diana, Rensselaer Librarian Linda Poortenga, Mari Anne Sayler, and I all attended. The presentation was relaxed and informative, allowing time for questions and answers. We even journeyed outside for an up-close look at Wheatfield's wetlands. A tote bag full of interesting information was provided for all who attended.

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
October 2008

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

2008 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

Policies for Review: Two policies are up for review in November: the Meeting Room Policy and the Circulation Policy. Minor revisions are recommended to both, mostly for clarity. In the Meeting Room Policy we recommend inserting the phrase *applies to regular use and social use of the room.* This fall we had a patron who wanted to have a Tupperware type 'party' in our room...reserving the room as a social use...this was gray area and took some consideration. The agency librarians and I felt that the library meeting rooms simply could not be used for sale or promotion of products—even under the guise of social use—that social use was really intended for baby showers, bridal showers, graduation parties, that type of thing. Inserting this phrase would help clarify this interpretation. The revisions in the Circulation Policy are simply to clarify a point or update the policy due to another board decision (annual fee rate). **If you approve the Consent Agenda items, you will approve changing the policies as noted.**

General Business:

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their annual reports at the November Board meeting.

2009 Slate of Officers: Nominating Committee will present a slate of officers for 2009. Elections will be held at December Board meeting.

Advance Tax Draw: Earlier in the year we discussed the need to submit monthly requests in 2008 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Health Insurance: The 2009 Health Insurance premiums for JCPL have been received with a 7.3% savings over 2008 rates. The new rate for single coverage is $446.32 compared to $478.57 for 2008. There are no changes in benefits except that preventive services will be covered with no co-pay, if services are from a network provider. If the library chooses to contribute 80%, the cost to the library would be $357.06 and the employee $89.26. Employees who elect only

Life Insurance coverage pay all but $1.00/yr and the library pays the balance. **We recommend that the Board offer the same insurance benefits as in 2008, paying 80% of the premium. A board vote is required.**

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Tuesday, December 30, 2008. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Please note that the November Board meeting will be held at the DeMotte Public Library. ☺

We have received a notice of public hearing from the DeMotte Board of Zoning Appeals. I will bring the notice to the November meeting for your review. A hearing is scheduled for November 11 at 7pm in the town hall to consider the request of John and Joan Spurgeon to permit the property 824 Birch Street SW be used for residential.

Good news! We did receive CAGIT money on November 5. This will help immensely as we continue to operate with limited revenue.

More good news, our request for an Additional Appropriation has been approved.

To update you on the DeMotte Boiler and Roof Project, the common wage hearing was held on November 3. On November 4 I submitted our legal ads to the paper. They will run on November 13 & 20, indicating that we are seeking bids. We have scheduled bid opening for December 2 at 4pm at the Rensselaer Library. The contract for the Boiler Project has been written and reviewed by our attorney. There is one point yet to clarify at the writing of this report. We still wish to install asap.

I did attend the Darci Pattison author program held at St. Joseph's College in early October. Darci wrote the children's book Oliver K. Woodman that was featured in the Books to Bridge Initiative. Darci did a phenomenal job with her presentation to over 100 people. JCPL staff associated with this project: Diana, Brenda, Linda, Angela, and former staff member Susan put in many, many hours attending meetings and facilitating events. Their efforts were impressive and much appreciated by other members of the committee and our patrons who attended our sponsored events.

No decisions have yet been made in the County Council's debate over Iroquois Bio-Energy Company's tax abatement. If they receive their abatement JCPL

loses $11,565. To put that in perspective, Rensselaer Schools would lose $198, 206.

I am hearing that the matter of consolidation will be on the legislators' minds and agendas in 2009. General consensus in 'Indiana Public Library Land' is that mandated consolidation to 92 library systems is not a good idea. A consulting group is working with a group of Indiana Librarians (a Coalition) to study the issue and draft 3 models for consolidation that might be presented to the legislature in 2009, models that have been created after seeking input from various boards and directors and citizens across the state, models that do not mandate 92 county systems. I did attend a focus group at the Lake County Public Library to offer input. The consultants will share their proposed models at the Indiana Library Federation conference later this month.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I will provide a spreadsheet with our detailed statistics at the November meeting.

Self-check stats for October included: DeMotte: 379 Items; Rensselaer: 1213 items; Wheatfield: 854 items. This was a total of 2446 items.

Gail, Sue, and I attended an Incolsa Regional Forum meeting early in October. We received news about our Health Insurance Plans, a legislative update, and heard a presentation about the Consolidation Coalition previously mentioned in this report. It was an informative day.

System Administrator News

We have been evaluating our need for ENA Traffic Prioritization. We turned the service off for a bit to see how we would fare, and our Tech Services department experienced slowness. We turned it back on and even when we maxed out our bandwidth, Tech Services did not experience any noticeable slowness. Therefore we will retain ENA Traffic Prioritization.

Sheila has been working with Linda and Evie to establish some means for patrons to receive notification of library programs via email and/or subscribe via email. This is a work in progress as we work with TLC to tweak the process they offer. We won't market this feature to patrons until we have a 'fool proof' method.

Sheila attended an Automation Counterparts Meeting. Topics included: open source ILS software, malware, upcoming library conferences, and listservs.

Arrgh! Update: 39 Service Requests opened, 32 closed.

Technical Services News

Jen reports, "I attended the INCOLSA forum this month. It was an interesting day, and I am glad that I went. It's interesting to see the path that INCOLSA is being forced to walk down. Interesting and frustrating!"

We have moved Collections Reconciliation to the business office under Sue's supervision. This task has resided in the Technical Services Department for years, but in most libraries, these tasks are not handled in Tech Services. Jen has been training Sue for the past 3 weeks in this new responsibility, and she reports, "Sue and I have spent several days together this month, trying to bring her up to speed on collections procedures. I expected the training process to take a little longer, because she has no circulation background. I had to train her on the circulation module to begin with, before getting into the actual collections procedures. She has picked everything up really well, though, and we think she will be good to go on her own in early November. I have been doing collections since Steph left in 2000. I hadn't realized how much information I've amassed (in my brain) since then. I've tried to put most things down on paper, but it's hard to think of everything. I will be answering questions for several months, yet, I think."

In Jen's words, "…, I must brag about my staff….again. We added 1240 items in the month of October. That means during the first 10 months of the year, we've cataloged and processed 10,998 items. That's more than we cataloged during 2007 (10680) or 2006 (10369). We've already surpassed last year's mark in just 10 months. I'm excited at the prospect of heading into the new year with less backlog than we've had in the past. I'm grateful to my staff for working so hard to catch up after a rough two years."

Jen and her department continued work on CD collection relabeling, primarily for Rensselaer, this month

DeMotte Library News

Brenda reports, "October was a wild month. We hosted two wonderful Books to Bridge the Region Programs: Kris Kohl and Joan Forsberg authors of Shipwreck Tales of the Great Lakes and President of the Underwater Archaeological Society of Chicago and Dan LeMonnier, professional story teller, did Greek Mythology. Angela and I are on the '09 selection committee. We have met once now and email many books to review and select. I am excited for the networking opportunity and the chance to do such a reader's advisory task."

Our Children's Department was busy with programming and team building. Evie and Beth are doing a wonderful job. Brenda is so happy with their progress and the ability they have to learn what each other's talents are and their willingness to share duties. ☺ DeMotte had several preschools come to visit their library, and

Beth jumped right in and played her guitar and sang songs and read books. Brenda reports, "She is great."

Brenda reports, "Evie has stepped up this month and been such a help to me. We had two situations that required administrative attention. She lives one block away and has agreed to hold the fort till I can drive to the branch. She calls me and keeps communication going till I can get there."

Brenda continues, "Yvonne ran with the Oliver K. Woodman project. She is so talented and creative with our programs. We have a map on the wall with all the spots that Oliver visited. She made two small Olivers that went to Arizona with her, Ginger took him to Kansas, and Jill also took him on vacation. It was a team effort by all the staff and I am so excited to have her. She has also run with the Hero Tree idea for November. This took so much planning and work. She is doing a respectful job for those that have served and those that are serving." The Hero Tree is a program promoted by Purdue University that honors veterans past and present. Purdue works with families of deployed service people, and the Hero Tree is a part of that project.

Rensselaer Library News

Linda reports, "Fall Festival was a great success though it was pouring outside, and all festivities were held inside; we had over 309 people participate. The St. Joe college men's basketball team and coaches, our two Elder volunteers, along with staff and Friend's group helped the festival go off well even with the horrendous weather. The cake walk once again had a wonderful selection of creative items; including cakes decorated as, jeans of the travelling sisterhood, gumball machine, Oreo cookie, checker board, St Joe Puma basketball jersey, excavator, and a pumpkin face. Plus all the assorted tasty baked good items!"

She continues, "We had ALOT of programming this month including, Books to Bridge book discussions & Time Out for Reading "Red Noses". We helped pack and deliver Treasure bags to schools and libraries in Starke, Newton, Pulaski, White, and Jasper counties. Darcy Pattison, author of The Journey of Oliver K. Woodman, visited St. Joseph's College it was a great success, with over 100 people attending.

We facilitated a blood drive in October. According to Linda the "…Blood Drive was a rousing success. They have already called the library requesting a repeat."

Rensselaer Children's Specialist, Angela reports, "This year for Teen Read Week, Youth Services held a Book discussion, did book talks at the middle school, and had a teen movie night. The book talk at the middle school was well worth the time and effort. It made the library's presence known and many teens seemed energized over the books I talked about. I have seen many of the teens at the library throughout the month."

Wheatfield Library News

Rachael did several grade school visits and a half-day visit at the middle school to promote Teen Read Week. Her assistant, Carolynn went with her. In addition Rachael had an "Oliver K. Woodman" Book Talk and a Halloween After School Program. She started Toddler Times, having two sessions since the demand was great. She finished her three-a-week sessions of Story Time with the Halloween event. They were allowed to dress up if they wished. She also coordinated an Assistive Technology Committee Meeting at DeMotte, and a Children's Counterparts meeting at South Haven.

Diana reports, "One of the handicapped signs in the parking lot fell over after "being just tapped" by a patron. (They aren't bumpers, so shouldn't be run into for any reason!) Someone reported seeing kids hanging on them at different times. We may have to end up just having the spaces marked on the asphalt as they are now, without above ground signs."

Diana continues, "I so enjoyed the style of Robert Kurson from Shadow Divers that I read his next book Crashing Through, which was also excellent. It was about a man who had been blind since an accident at the age of three and having a chance to get a new type of surgery done to restore his sight. I came out of reading that book with a deeper appreciation for how vision/sight works. I recommended it to a Friends member who has an adult son who went blind after heart surgery less than 10 years ago, and she has it now." This is a classic example of how we impact lives in our communities. We know our patrons and some of the struggles they face.

Diana reports that they have fall decorations out, and she thinks they really fit the style of their building, making it look even more warm and inviting.

Don't forget—we meet at the DEMOTTE LIBRARY! ☺ Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
November 2008

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2009 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2008 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2008 Salary Ordinance.**

General Business:

DeMotte Roof Project: Bids were opened on December 2. Architect Harry Mohler will make a presentation to the Board.

Advance Tax Draw: Earlier in the year we discussed the need to submit monthly requests in 2008 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount you may transfer is $30,000. We recommend transferring $30,000 of the budgeted amount. It is good to set aside money each year for future improvement needs. The Board will need to pass a resolution in this regard.

2009 Salary Increase: During 2009 budget preparation we placed sufficient funds in the 2009 Operating Personal Services budget to allow a 3% salary increase in January and an 80 cent compression increase across classifications in July 2009 to address the required federal minimum wage hike. This is in keeping with past history. A board vote is required to implement this decision.

Election of Officers: You will be electing your slate of officers for 2009. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President-Sue Deardorff, Vice-President-Joan Floyd, Secretary-Jody Melton, Treasurer- Mari Anne Sayler, Assistant Treasurer- Natalie Waling.

End of December Board Meeting: Board members are scheduled to meet Tuesday, December 30 at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Who will be available to attend this meeting, and at what time do you wish to meet? We must have at least four Board members attend this meeting that usually lasts no longer than ten minutes. We typically meet in the morning.

Director's Report:

DeMotte boilers are installed and are working beautifully. It took two and a half days to do the install. The technicians were easy to work with. We lost heat in the afternoon of the first day, and it was out for nearly a day. We stayed open the whole time except for a 3 hour window in the morning of the second day. The building was just too cold for patrons. We took our Make It Take It Craft program on the road to the elementary school so that the program didn't have to be cancelled and children could be warm. Staff did a great job working in *cold* conditions and with the Bloomfield installers. After weeks of hub bub, the install was pretty painless! ☺ We will receive a final system check on December 4 and a little orientation and then we are good to go.

In 2007 we sought bids for building insurance. At that time the library had been in a pattern of seeking building insurance bids every other year. Stace Pickering, our agent, has recommended that the library seek bids every three years, instead of every other year, explaining that establishing a longer history with a company can lead to a better quote. He advises that we bid out the building insurance every three years which would mean we would seek bids again in 2010.

I attended the Indiana Library Federation Annual Conference in November. Sheila, Jen, Melissa, and I did a presentation on the Milroy Digitization Project. There were over 30 people in attendance. They seemed interested in our presentation and asked very good questions. One gentleman even commented that it was the best presentation he had attended all day! ☺ I do have some news about the Consolidation Coalition and a Legislative Update meeting that I attended at ILF. Please see R 9 for information on the coalition. I sent an email to the legislative committee about my concerns with the plan as it is currently drafted. The Coalition will make a report to the ILF legislative Committee December 2, and then the Legislative Committee will tell the legislative advocates what to fight for this next year on behalf of Indiana libraries. We don't know yet what the ILF Legislative Committee will think about the Coalition's Plan. There are many unknowns right now. At the ILF Legislative Update session I heard the following: Mitch Daniels sees his sweeping victory as a 'mandate for all his ideas'. Republicans still hold control of the Senate with Democrats having control over the House. Consolidation is not about saving money (the money aspect has been addressed with the circuit breakers), now it's about efficiency.

Fiscal body approval of budgets may be a hot topic in the 2009 along with the consolidation issue.

Gail, Sue, and I attended the State Library Bookkeeping Workshop and Annual Report Workshop this month.

In November it was my very great pleasure to be a Rotary Reader, reading Fancy Nancy and the Posh Puppy to two first grade classes at Monnett Elementary. I really enjoyed this outreach opportunity. First graders are so enthusiastic!! ☺

The Jasper County Extension Office is hosting a workshop entitled 'The 2009 Legislative Session: What Should We Expect'. The workshop will be held on December 18 from 1 to 3:30pm at the Extension Office. I am registered and plan to attend. If you would like to attend, please let me know, and I will register you. Deadline to register is December 16. There is no cost to attend. Presenter will be Larry DeBoer, an Ag Econ Professor for Purdue.

In October we filled out a grant application for AWE (Advanced Workstations in Education) Early Literacy Computers that were being funded by the Indiana State Library. We requested three computers, one for each library, but were only awarded one. They only had 99 computers to share and received requests for 138 of them! Our Literacy Committee, in conjunction with our managing librarians, will determine where this computer will be placed. The purpose of the AWE computer project is to enhance the early literacy efforts already being offered in Indiana's libraries. Educational software is loaded on each machine (24 English language and 24 Spanish language titles).

I received a letter from Linda Yoder, President of the Indiana Library Federation, who has requested email addresses for each board member so that 'effective communication channels will be created within the Indiana library community' (Linda's words). I did not want to share your email addresses without your permission. If you would like to receive information directly from the Indiana Library Federation via email, please let me know, and I will share your email address with Linda Yoder.

Self-checkout statistics for November were as follows: DeMotte 315; Rensselaer 1088; and Wheatfield 470.

Long Range Plan/Technology Plan Update-Since my last update we have accomplished the following actions as per these plans: evaluated wireless Internet offerings; redid wireless brochure; assistive technology committee and marketing committee provided reports; evaluated traffic prioritization effectiveness; replaced D laser printer/scanner; installed Wheatfield game pc; wrote grant for Early Literacy Stations; set individual training goals for staff at evaluation time; DeMotte has been updating their yearbook collection; Children's

Specialists have been attending teen training exercises; reference staff have attended relevant training sessions; elementary education classes at St. Joseph's College received database training; Rachael and Evie have provided database training for KV 9th graders; due to excellent SDD training clerks have been assisting patrons with database use; evaluated 2008 programs; evaluated items requested/available during reference fill count; investigated need for assistive technology; local history staff assessed library resources that need to be online; DeMotte has determined that they cannot support homework assistance needs (Rose Hulman Institute offers telephone assistance/tutoring); community training opportunities that are available via the Lifelong Learning Network are promoted; created a test page on our website for database trials and website features trials; added three databases to our collection: Science Online, Health Reference Center, and Tumblebooks; regularly evaluated and tweaked web site for best functionality/presentation.

System Administrator News

Sheila installed the new Wheatfield Game PC, and it was up for no more than 10 minutes before kids began to use it! Diana reports that kids use it all the time!

Brian from ENA alerted Sheila to the fact that the State Library has additional money to fund additional data lines for our library. After looking at bandwidth usage on our 2 T-1 lines from Rensselaer to the Internet, he recommended adding a 3rd T-1 line. Sheila got right on this, and we are in process! The State Library will pay for the entire 3rd T-1 from install date until 6/30/09. From 7/1/09 they will pay whatever portion Universal Service Funds does not cover.

Sheila spent a great deal of time in November wrapping up year end purchases. New PCs to replace out of warranty PCs were the biggest chunk of these purchases. In addition to hardware/software purchases and troubleshooting, she made some additions to the Intranet as per staff requests and created and/ or updated various I T documents. She also completed a survey to assist the State Library with the Gates Broadband Assessment Project and conducted 8 department head/systems meetings.

Arrgh! Update: 32 Service Requests opened—39 Service Requests closed.

Technical Services News

Jen spent time again this month working with Sue on collections procedures. Sue is doing really well with most of the procedures. The only thing that is hanging her up is the update report, where we report balance differences to Unique. This is one of the more complicated parts of the process, so that is to be expected.

Jen realized that there might be a better way for her department to keep track of some of the strange cataloging quirks that they track. She asked Gail to order a small rolodex for each of them and made a list of all the weird cataloging things that they have notes on in various places and put them all in the rolodex. This seems to be working very well for them.

Jen reports, "We started inventory this month.... When Becky finished the first collection, I had to figure out how to upload the barcodes to the server. I had not done this step since our server moved to West Virginia. I contacted TLC and got help for the upload process and was able to make that work. Talking to TLC, however, enlightened me to a new inventory process they have created. They have what's called Wireless Real-Time Inventory (or RTI). I set up the wireless laptop, and connected to the wireless and the Internet. I went to a specific URL, and logged in to the inventory module. I scanned a book and the scan was immediately sent to the server. This means I can avoid that uploaded step at the end of each collection. In addition, as Becky was scanning, the computer told her that she was scanning a jFIC book instead of a jE book, or a jE that had a holding code of jBIO. We were able to immediately pull those items out to reshelve or fix holding codes. I'm excited about this new procedure...it will save lots of time for us in the long run...."

Jen continues, "... we cataloged over 1000 items again this month. We have cataloged over 12,000 items already this year, with one month to go. I am thankful for such a hard working staff."

DeMotte Library News

Yvonne reports, "Local veterans were honored in the library this month. Displays were created throughout the library featuring family photos, uniforms, equipment and information on the different wars. A Hero Christmas Tree was placed in the Children's Area. Patrons could decorate a sock with their service person's name on it and place on the tree. The High School Art Club made glass ornaments reflecting a military theme. Various pamphlets were made available for patrons on ways to help our military families. The TV/DVD was set up in the main area to show movies on Veteran's Day and air craft carriers. Wires were installed under the skylight enabling us to hang the American Flag. Patrons have really noticed the flag. We will be able to utilize this feature for different programs during the year."

Yvonne continues, "The goal for 2009 is to increase community awareness about adult and senior programs. This will involve using other means of advertising our programs instead of counting on the KV Post. They are very aggravating. Running an article on the Veterans Display the Wednesday before the display comes down was not acceptable! (Especially when I started talking to them in late summer.)"

Brenda reports, "Computer classes are growing in attendance. I am offering a Monday class and if it fills then I use the waiting list to open a Tuesday class. This seems to be working. I did offer the first word 2007 this was a bit of a challenge for me but was a success. I have to run through a class a few times before I am totally comfortable doing it. ☺ A Girl Scout leader approached me to offer an Internet safety class. It was fun and the kids seemed to learn a great deal and loved the idea they earned most of their badge."

Brenda continues, "Evie and Beth had Preschool visits- Story time and DeMotte Christian School's 8th grade came to work on reports. Evie and Beth were great with doing the "Make it Take it" at the elementary school due to no heat with the boilers. Both showed initiative, flexibility and did a great job over all. ☺ "

Rensselaer Library News

There have been 3 visits by 'carpet people' to view, evaluate, and sample our workroom carpet. A Lee Carpet representative called and said that the last inspector's report confirmed that the staff area carpet was defective and will be replaced. We still have received no official word on timing, etc. We are expecting that they will cover costs to hire furniture/equipment movers to move desks, credenzas, and file cabinets as it is too much for us to handle. We are awaiting an official written report and instructions for next steps. It is a slow and vexing process, but the Lee Carpet rep seems to be on our side. The carpet pattern has been discontinued, so we will have to select a new design. In addition we plan to paint the workroom and office walls as they are dingy and in need of a spruce up. They have not been painted since 1992!

Linda reports, "the annual Christmas Tree Walk is being held once again this year. We have 9 trees this year, including the Heroes Tree and a couple of staff decorated ones. Patrons can vote for their favorite tree with nonperishable food items, which will be delivered by volunteers to the Rensselaer Food Pantry. Angela & Nancy have had another busy month with programming. They are doing an excellent job; they work well as a team!"

The Friends of the Library are selling tote bags. Kudos to Rayann! The CEO of Janway loved our Friends of the Library tote and logo (Rayann came up with the design), and our tote will be featured in their 2009 Catalog. The totes are selling extremely well, a great gift for Christmas!

Angela reports, "I was very happy with the response I received from my "What's Cooking? Teen Food!" class. I had five people attend the program (2 were boys)! At the end of the class, one boy mentioned he was somewhat nervous attending the class, but had a good time. The other boy asked if I was going to do this again next year. A few days later, I saw one of the boys and he said they made one of the recipes at home and their family loved it!"

Wheatfield Library News

Brian Orban began the month by getting the irrigation/sprinklers completely blown out and winterized. He said that the south line along our property line has been damaged so much that it doesn't work at all. The folks constructing the bowling alley repaired it once after damaging it, but this must have happened after that, when heavy equipment was running over the area during lawn seeding. We will request a written report from Brian with a quote for repair and will ask that Hamstra or the bowling alley owner handle the cost for repair.

Children's Services has been extremely busy this month with their programming. Rachael had two sessions each week for Toddler Time since there was demand. She had Lapsit sessions too. The book discussion for grades 5-8 was cancelled when only one student was able to make it. Rachael did class visits two days, reading stories to them. The big time and energy push was for the Make It—Take It afternoon program during parent-teacher conference times. Teen volunteers helped out with that and enjoyed helping. The crafts were well thought out and worked well for the most part. This program was for grades K-3.

Diana is working with Alan Chambers of the Cooperative School Services who has placed a student in the library in a volunteer capacity to give them some 'real life' work experience. The student, Michael, who has Autistic Spectrum Disorder dusted window ledges and book shelves. He will come once a month. He did a good job. He is an older teen with a comprehension level of around first to second grade. He is very polite and we hope this experience works for him and for us. Several years ago one of Alan's students worked at the Rensselaer Library and we found his program very worthwhile for the student and for us.

A display of books, audio books, and DVDs "All Things Amish" has gotten much attention and good circulation. Nanette was spot on by showcasing this area of our collection. A number of patrons read the various inspirational Amish series and other informational books we have on shelf.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
December 2008

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.

We recommend that the Accounting Practices for 2008 be adopted for 2009. Please refer to R 9.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 11.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2009 Salary Ordinance: Please refer to R 7. The 2009 Salary Ordinance reflects a 3% increase in the salary of all employees eligible for a full increase and an 70 cent compression increase across classifications as approved at the December 2008 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1.5% increase. These are the basic terms of the Personnel Policy. If you approve the Consent Agenda items, you will approve the 2009 Salary Ordinance.

Policies for Review: This month our LCD Projector Policy is up for review. Please see R 10. The revisions are minimal. They are for clarification and to more accurately represent what actually occurs with this service. The Policy Committee recommends revising as indicated. **If you approve the Consent Agenda items, you will approve changing the policy as noted.**

General Business:

Elimination of Satellite Fund: At your March 2007 Board meeting the board voted to discontinue offering our Satellite Service. When our Satellite Service was established in the mid 90s a Satellite Fund was also established for the purposes of tracking monies associated with this service. Since this service has been discontinued, the Satellite Fund has been inactive and thus is no longer needed. We recommend that the Board vote to eliminate the Satellite Fund.

Lincoln Exhibit Request: Please see R 15. We have received a letter of request from the Frankfort Public Library to borrow some items from the Robert H. Milroy collection to display as a part of their August 2009 exhibition *Abraham Lincoln: A Man of His Time, A Man for All Time*. Their request letter, a list of requested documents, and the resume of the project director is included in your packet. Board approval is needed to allow the Frankfort Public Library to borrow listed items.

Building Insurance: In your December board packet I reported that in 2007 we sought bids for building insurance. At that time the library had been in a pattern of seeking building insurance bids every other year. Stace Pickering, our agent, has recommended that the library seek bids every three years, instead of every other year, explaining that establishing a longer history with a company can lead to a better quote. He advises that we bid out the building insurance every three years which would mean we would seek bids again in 2010. Our list of Board and Administration Monthly Tasks will need to be revised to reflect this timeline.

DeMotte Library Roof Project-Update: You will receive an update on this project. Kent Mahnesmith and Harry Mohler have been invited to attend the January meeting.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 29. For the past two years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

LSTA Technology Grant: This year the Indiana State Library is offering LSTA Technology Grants to libraries in Indiana for the purpose of meeting their residents' need for quality access to information through technological enhancements. Libraries may use these mini-grants to better meet the technological needs of their community. These grants are intended to help libraries provide their users with new and improved technology necessary for

meeting residents' ever changing needs for library services and access to information. Our goal is to install automatic door openers at the main entrance of our DeMotte branch. Automatic openers are needed for independent access by handicapped patrons and others who cannot open library doors. The DeMotte Library was built in 1992 and a doorbell was installed at the main entrance. Patrons needing assistance with the doors push a doorbell and wait for staff to respond and open the doors for them. Patrons do not have independent access to our library which is important and desired. This project is important because it will provide a technological improvement to meet resident needs for quality access and lead to more effective use of information. Patrons have requested this technology and a front entrance reorientation is on hold for an indeterminate amount of time so the time seems right. My signature is all that is required for the grant application. If we are awarded the grant more paperwork will follow.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

Regarding the Rensselaer carpet, on December 22, 2008 we received the following email message from Laura Zmuda, Lee's Account Executive: "We have received approval from our Field Services Department for replacement of the carpet in the Administration area. I will contact Quality Floors to begin the process of re-selection and communicate with you the options as well as time frame for removal and re-installation."

Please see R 25 for some correspondence from Roberta L. Brooker, State Librarian, Indiana State Library. Her email is in regards to revising public library standards in Indiana.

Please see R 26. This is an announcement that the ILF Legislative Committee has endorsed the recommendations made by the Coalition in regards to the issue of consolidation. This report arrived December 15, 2008.

Please see R 27, a press release published on December 19, 2008 that indicates that the Indiana Public Library Coalition Work has been cited by Governor Mitch Daniels as a part of his Legislative Agenda.

Evie and Rachael gave a PowerPoint presentation about our databases to the freshmen at KV High School. Since it was at the end of the day, they were concerned that the students might not pay attention to them, but they did listen

and participate. Their presentation was held in the school auditorium. (The attendance statistics for this program are noted in the DeMotte column but reflect the work of Evie and Rachael. Evie submitted the stats for them, and I just inserted them as one lump number.)

Self-checkout statistics for December are as follows: DeMotte 220; Rensselaer 716; and Wheatfield 489. Due to inclement weather, library traffic was greatly reduced this month.

When comparing patron statistics for November to December 2008, you may notice a reduction in numbers. Do not be alarmed. Once per year we purge patrons whose cards have been expired for one year and one day and have a zero balance with no items on card. This helps keep our patron database clean and tidy.

System Administrator News

New computer installation is underway. Many staff are getting newly adjusted to Office 2007 on their pcs. Sheila distributed Quick Guides to explain buttons and toolbars and such and assisted several staff with inquiries regarding new Office and new PCs.

Sheila participated in a webinar regarding updates to the Universal Service Fund given by ENA and filed Form 471 for Y2009-2010 for local and long distance service. She purchased new switches and with installation and rearranging has allowed for all network components to communicate at the fastest speed possible. A third T-1 line has been installed.

Arrgh! Update: 31 service requests opened; 32 service requests closed.

Technical Services News

Jen coordinated and attended the Indiana TLC User's Group meeting on December 5th. It was a good meeting, and she learned lots about the latest version of TLC. The next meeting is March 5th in Muncie, and Jen has asked the agency heads if they would like to go with her, as they will be getting a hands-on look at the latest version.

Sue has officially taken over the collections duties from Jen. She got through several weeks with little or no questions for Jen and feels more and more confident all the time.

Tech Services again had a stellar month, cataloging 1100 items. That's a huge figure considering all of the vacations, holidays and bad weather they had in December. Their total for the year was 13,109 items added in 2008. That's an awesome statistic, and Jen is so proud of her staff for all of their hard work.

DeMotte Library News

Brenda reports, "2008 has been a very interesting year…we are growing in leaps and bounds." Circulation and new cards are both increasing.

She continues, "The collection has developed to meet the needs of patrons. We have received many compliments from men and women on the collection and how they love the new materials and the gaps that are being filled (inspirational fiction, biographies, and large print to name a few)." The PlayAways are catching on. Patrons (especially truck drivers) let staff know which authors they would like to see in this format.

The computer classes have hit a big growth in numbers. A second class has been opened for overflow. Local businesses are sending their staffs to our classes. The computer lab is being used by staff to train other staff. Brenda will offer Office 2007 training and Kim will offer instruction on downloading to an mp3 player.

Rensselaer Library News

Despite nasty weather, the visit with Santa went well this year. 16 children showed up to make crafts, read stories, and visit with Santa. A big thank you has gone out to Paul Ritter who braved the weather to meet many excited children and didn't charge us a thing. The parents who brought their children were very happy that we did not cancel the event.

This month's theme for Third Thursday was our annual 'gift making'. The children were very excited to make gifts for their family and friends. One parent even told us her daughter said that 'she was going to miss Third Thursday when she got older because she always has so much fun and learns so much.

The ice storm took its toll. One of the smaller memorial trees seems to have had its top snapped off, and the huge tree at the back of the property lost many limbs, including one particularly large one.

Wheatfield Library News

Diana reports, "December was an interesting month with the holidays and staff finishing up their vacation times. Add to that a case of unusual weather, and it became even more interesting. Two Tuesday evenings we closed early, and opened at noon on a Friday due to ice, and were closed a Friday and Saturday due to being out of electricity. I reset the timer for our exterior lights and the timer for our energy recovery unit. About half of the thermostats were still working to give us heat to come on since at least one of our three phases of electricity was on at a time. Since the clocks were not correct on any

thermostats, I'm guessing that things were off and on at times. At least the building was warm and there was no danger of frozen pipes." We did keep water dripping to encourage water to move through the pipes.

Rachael had several programs scheduled for December. She did offer Lapsit but numbers were low. She also offered a Christmas Toddler Time and a Saturday Christmas Story Time with a good crowd for each. She had an after school Christmas program and a Book Talk for K-1st grade that had good attendance.

Diana reports, "With the economy not bouncing back immediately, I think we will continue to experience more business. This year has seen an acceptance of the self check machine. Many folks will use only that, while others would use it but have movies they want to check out, so they see it easier to do their checking out with us at one time at the desk. We saw a demand for youth programs that Rachael and Carolynn tried to meet. The Wii will help with making game nights more appealing to that group. Linda and I will continue to try to come up with relevant and interesting programming for adults. More have expressed an interest in book discussions, but there hasn't been a large change in the size of the group, just more of the books for the month are being checked out. I continue to be creative in getting enough books for those sessions, using collections from other libraries and the Indiana Humanities Council whenever possible."

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
January 2009

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies for Review: Two polices are up for review in February, the Staff Code of Ethics and Gift Policy. No revisions are recommended.

2009 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. In 2006 and 2007 we closed for one half day session in the fall. In 2008 we offered a full day of training and staff really appreciated this all day training as we were able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2009. We have selected Friday, September 11 as the date for our 2009 training day. We would meet at the DeMotte Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. Some *proposed* topics include: genealogy/local history training; online reference; dealing with inappropriate patron behavior; working with autistic children; and a book roundtable. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 11, 2009.**

Workshop Request : Board approval is necessary for staff to attend workshops not sponsored by INCOLSA or ILF. I am requesting permission for Branch Librarian Brenda Thompson to attend The Beginner's Guide to Grant Writing, sponsored by Purdue University. The fee for this two-day workshop is $150. If approved, Brenda will attend sessions at the Lake County Extension Office on March 18 and April 22. This is relevant training for Brenda as she serves on our Grants Committee. This workshop is promoted as a great skill builder for the beginner or intermediate grant writer. In addition I am requesting permission for Children's Specialist Angela Barton to attend three workshops sponsored by the Lifelong Learning Network of Jasper and Newton Counties. Cost to attend each 90 minute workshop is $30, and they will be held at Saint Joseph's College. Workshop titles included: Working With Different Personalities; Conflict

Resolution; and Conducting Effective Performance Reviews. Angela does supervise the Rensselaer pages. **If you approve the consent agenda, you will approve Brenda Thompson attending the Beginner's Guide to Grant Writing workshop and Angela Barton attending three LLN workshops: Working With Different Personalities; Conflict Resolution; and Conducting Effective Performance Reviews.**

General Business

DeMotte Library Roof-Resolution to Declare an Emergency: We have discussed the availability of funds for a roof project in 2009. As a reminder, we have $30,000 (transfer to LIRF line from operating budget); $80,000 (LIRF Budget); and $23,700 (Rainy Day Budget) that can be used for this project. This totals $133,700. We know that this will not cover project costs. In order to have the necessary monies we will need to seek approval for an additional appropriation. This cannot be officially approved until our 2009 budget is approved, and we have no idea when that might occur. The only other option open to us is for the Board to declare, by resolution, an emergency in the matter of the DeMotte Roof and then get the Department of Local and Government Finance to declare it an emergency as well. An emergency is defined as follows: "when used with respect to repair or replacement, a fire, flood, windstorm, mechanical failure of any part of a structure, or other unforeseeable circumstance." I recommend that we declare an emergency and put the matter in the hands of the DLGF who may determine that we do have an emergency situation. This will then allow DLGF to verbally approve an additional appropriation ahead of our 2009 budget being approved. In short, we would have approved access to additional revenue much sooner. I think the key will be how DLGF determines mechanical failure, but we will let them sort that out.

Contract Reimbursement for Steve Clapp of Steve's Specialized Services: At the January Board meeting the Board tabled this matter and asked that it be placed on the agenda of our February meeting.

DeMotte Library Boiler-Flue Correction: When the new boilers were installed at the DeMotte Library an incorrect flue size was used. The specs called for a 4" flue and the installers used a 3" flue. The installers are due out on February 9 at 8am to correct the flue size.

Annual Report of Rensselaer Librarian and Youth Specialist: Linda Poortenga and Angela Barton will present their annual report at the February Board meeting.

Director's Report

We received the balance of our 2008 tax revenue as this board packet is going to press. We received 98% of our anticipated revenue. A reduction in license excise tax and decreased investment revenue kept us from 100%.

Please note that there will be a NILBA (Northwest Indiana Public Library Boards Association) meeting on Thursday, March 5, 2009. Dinner is at 6pm. A written invitation will be coming soon that will detail the menu and program. If any Board members wish to attend, we will arrange for that.

We are making strides on the Rensselaer Re-carpet Project. Carpet has been selected. We will bring a sample to share with the Board at the February meeting. I have sent the specs for the replacement carpet to the interior designer who wrote the original specs to ensure that the new carpet is of equivalent quality. We have received a quote for furniture removal from the company that did it the last time. Lee Company has to approve project costs. Once the product is ordered it will take 4-6 weeks for it to come in. Project is estimated to take approximately 3 days. Machines will be used to remove the backing from the floor. This will be messy and loud work, a much dirtier project than last time. All furniture and contents of the workroom and offices will need to be moved into the public areas. We will need to close the library for this re-install. I have asked the installers to begin their work on Sunday to shorten the number of days the library would be closed to the public. He has agreed.

We have received notification from Embarq that our Rensselaer and Wheatfield payphones are not generating enough revenue to support the associated costs and that the payphones will be removed unless we elect to participate in a payphone lease options. There are two options. Option one: we can keep the service at a cost of $50 per month for each phone. Option two: pay $75 per month per phone and keep generated revenue. The revenue is so minimal that it would not cover the costs of the phone. Therefore, we are removing the pay phones from the Rensselaer and Wheatfield Libraries. Our librarians are aware of the removal plans. Linda Poortenga, Rensselaer Managing Librarian, has remarked, "People from the very young to the senior generation now carry cell phones...we already allow children to call home for a ride at closing if needed because they do not bring two quarters to the library."

We have incorporated a new blog into our website. Entitled Blog! Good Reads @ JCPL, this blog will include blurbs describing new adult fiction, nonfiction, and other recommended readings. Written by "Book Lady', staff person Renee' Carr, these blogs are meant to entertain and inform.

We will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2009, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a

terrific means to promote literacy in our community and partner with other libraries and agencies in our region. Past participants include: East Chicago Library system, Lake County Library system, Purdue – Calumet, La Porte County Library system, Calumet of St. Joseph, Hammond Adult Education, Hammond Public Library, Ivy Tech, IU, Northwest Indiana Literacy Coalition, Lake Shore Public Television, *Post-Tribune,* Hammond School system, Gary Public Library system, and the Northwest Indiana Educational Service Center. Book selection for adults/teens is The Ride of Our Lives by Mike Leonard.

In January I filled out and submitted our Indiana Public Library Annual Report 2008 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services we provided for our patrons.

I met with the ASK committee this month. We reviewed all Procedure Manuals to ensure that all were up-to-date. Procedure manuals are housed in each department and contain a procedure for nearly every process or task we undertake. These manuals are invaluable to all staff and verifying their currency is extremely important. I also attended a Marketing Committee meeting. We made plans for how we will market our libraries this year. I also facilitated a Librarians' Council meeting and we formulated a plan to write our Long Range Plan 2010-2014 that must be completed this year. You will be hearing more about this in upcoming months.

The grant for the automatic door openers at the DeMotte Public Library was submitted in January. The Grants Committee co-wrote this grant, with Linda and I collaborating on final edits. The grant was submitted days ahead of the due date. You received information about this at the January board meeting.

Several staff, including me, attended a great workshop 'What's Next? Planning for Tomorrow's Technology Trends in Libraries, sponsored by the State Library. The information we gathered will be very helpful as we write our next Long Range Plan. We are already implementing a lot of the trends that were highlighted, but there were a few new ideas to think about. It is good to know that we are holding our own and staying abreast of trends.

Linda, Jen, and I also attended an Evergreen Informational meeting to learn about an open source software option available to us. This project is in the early stages and at this time is not something we would recommend for our library system. We are keeping an eye on this option.

We are in the process of collecting quotes for masonry work at the DeMotte Public Library. The steps going up the hill and pillars are in need of repair. Once all quotes have been collected we will discuss this in greater detail.

I have been sending you emails recently regarding increased demands on public libraries during these tough economic times of high unemployment, rising costs, and shrinking revenues for some libraries. I am also trying to keep you apprised of library-related legislation, especially legislation related to consolidation. I will continue to do that.

System Administrator News

Sheila was busy this month setting up new computers and our new AWE Literacy Computer at the DeMotte Library. This computer will be the topic of our feature article in the February Community Connection; she also updated PC setup documentation as she set up new PCs; and updated a self-service document that explains how to set up Outlook for the first time on a PC.

A Wheatfield 'geocacher' left this recent message "being a book lover, I was glad to make this my first find of the new year! Very nice hide."

Arrgh! Update: 16 service requests opened; 23 service requests closed; leaves a balance of 6 requests

Technical Services News

Jen reports on some inventory activity this month. Two days were spent inventorying at DeMotte. Inventory will continue in February at Rensselaer.

To assist cataloging staff with subject headings for materials, Jen added to her 'Strange Cataloging Rolodex'. She inserted cards containing subject headings that might pertain to different genres. For instance, there is a card for westerns. On that card you will find 10 different subject headings that might apply to the item. This will hopefully help catalogers when faced with a book whose subject seems a little vague.

Jen is excited to have Jean Lambert as a part of her staff.

DeMotte Library News

January weather has presented some challenges with cold weather and snow. Brenda reports that DeMotte seems to be doing well with the start of '09. Computer classes are full and she has seen an increase in unemployment applications.

Outreach activities continue to grow with Oak Grove programs and Walking Book visits. Yvonne is doing a great job! Adult programs feature a variety of topics: health, crafts, movies, and even a knitting class taught by Yvonne coming up in February.

The children's department continues to look for programming that is affordable and fun for kids. Evie and Beth have formed a great team.

Rensselaer Library News

The building is weathering this winter's storms well. Our snow removal service continues to do a stellar job.

Angela and Nancy attended the IUPUI Youth Literature Conference which was previously held at Butler University. This conference continues to provide a great learning opportunity for the children's staff. They meet and hear authors, illustrators, and editors speak on the entire realm of the children's book industry.

Angela had the pleasure of visiting St. Augustine's kindergarten class and read one of her favorite stories, The Jolly Postman or Other People's Letters. She was invited to read to them as a part of their Catholic Schools Week celebration.

Wheatfield Library News

Rachael is participating in Junior Achievement classes for 3rd graders again this year. She and Carolynn are busy planning story time and other upcoming programs. Winter weather had an impact on January programs. Attendance was lower than expected and some events had to be rescheduled.

A double Irish chain quilt pattern program is going very well. This has attracted a nice group of folks, including a retired man who is a regular patron and recently widowed. His wife had started some quilting before she grew ill, and he is working to finish some of that. This is a wonderful human story of the impact we are having on lives in our communities!

Diana and her staff really appreciated all of the work Iran and Joan Floyd put into their winter village display. Many people visited the library to see this display in the months of December and January. The community really appreciated it.

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

Director's Report
February 2009

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Policies for Review: Three policies are up for review this month: Staff Complaint Policy, FMLA Policy, and the Microfilm Reader/Printer Policy. No revisions are recommended to the Microfilm Reader/Printer Policy. Our employment law attorney will assist us with review and revisions to the other two policies. Laws affecting the FMLA policy will result in significant revisions to our FMLA Policy. Once we have completed our work with our attorney, the Staff Complaint Policy and FMLA Policy will come to you for your approval.

Outstanding Check from 2006: In 2006 we wrote a check for $30 that was never cashed by the recipient. This check has been outstanding for two years. The Board must receipt this check back in now that two years have passed. **If you approve the consent agenda you will approve receipting this $30 check back in.**

Workshop Request: Board approval is necessary for staff to attend workshops not sponsored by INCOLSA or ILF. Diana Kooy and Dee Opolski have requested permission to attend Indiana Health Sciences Library Association's Annual April Meeting on April 15. They will attend a session entitled How to Find Good Complementary and Alternative Medical Information on the Web. Diana and Dee see this as a good training opportunity for medical reference resources. Cost to attend is $65 for each. Training will be held in South Bend, Indiana. **If you approve the consent agenda, you will approve Diana Kooy and Dee Opolski attending IHSLA's Annual April Meeting on April 15.**

General Business

Capital Projects Fund: You have copies of this proposal in your March board packet. At the April meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the April meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the April 21 County Council Meeting. Meeting begins at 7pm. I would like as many board members as possible to attend with me to present our plan.

Additional Appropriation: Our request for a declaration of an emergency in the matter of the DeMotte Public Library roof has been approved by the Department of Local Government Finance. Our next step is to get our funding for this project in order. We recommend to the Board that they seek an additional appropriation

as follows: $150,000 from Rainy Day. The Board must hold a public hearing on this matter. We suggest the date for this public hearing be Monday, March 30. A quorum will need to be present for this public hearing.

Harry Mohler Contract: At their February Board meeting the board asked library attorney, Kent Mahnesmith, to review the contract documents between the library and H. L. Mohler and Associates. K. Mahnesmith will report his findings at the March meeting.

Compression Increase: Board Member Joan Floyd asked that this item be placed on the March agenda.

Director's Report:

We did receive a special CAGIT Distribution again this year in the amount of $98,549.78. We also received a check for unanticipated PTRC (Property Tax Replacement Credit) Revenue in the amount of $10,431.78. This is a total of $108,981.56 in unanticipated revenue. We have receipted this money into the Rainy Day Fund and the Operating Fund as directed.

Long Range Plan/Technology Plan Update: Since my last report we have accomplished the following: added circ licenses; replaced 22 old pcs; installed a data drop; replaced 2 switches (R/W); Basic Excel and Career Builder training sessions offered for staff; 2009 programming agendas submitted to director; new Long Range Plan underway; MP3 training complete for D staff; completed 2 children's booklists/bookmarks; Summer Reading workshop attended by all children specialists; new holding code established-bilingual; staff person attended KV Reading Council meeting; Basic Literacy Committee met and updated the community agency list; Marketing Committee, ASK Committee, and Database Committee all met; Angela and Nancy attended Children's Literature Conference; Beth R. is now editor for Between the Branches and new edition is underway; many staff attended ISL workshop What's New in Technology; Books to Bridge is underway with Brenda and Angela involved in book selection; LLN Program offered at N. County library; grant for automated doors submitted; 1st report for the AWE Literacy Computer has been submitted; Brenda, Mel, and Evie will attend some training for this resource; computer classes are being offered in all libraries.

This month, in addition to following up on numerous facilities issues, I updated our Capital Projects Fund Plan 2010-2012 and prepared to push it through the annual process. I have been updating Building Maintenance Manuals (library managers have partnered with me on this very important task!) for all libraries and updating our Staff Handbook. I served on the Incolsa Board Nominating Committee to present a proposed 2009 Executive Committee candidates slate; and I attended Legislative Day in Indianapolis, speaking with Legislator Douglas Gutwein personally in regards to library consolidation.

Systems Administrator News

Sheila 'attended' two webinars this month: Tech Soup and SofTrack. She found them both to be very useful, learning about helpful tools on the Tech Soup website and about new features for SofTrack. Sheila is very complimentary of SofTrack, explaining that their training was one-on-one and that they exhibit a lot of initiative as they work with existing customers to understand their product better.

Sheila has placed a lot of new computers in our libraries in recent weeks. Following the placement of these new machines, there are many things that must be modified: Cymphonix, Windows Active Directory, Windows Server Update Services, Cornerstone, documentation, fixed assets, etc. Sheila spent a lot of time this month with these modifications.

It is almost time for an equipment sale so Sheila began gathering paperwork and documentation for old PCs to sell. She also cleaned the computer room and gathered all old equipment to sell.

Technical Services News

Jen gave two collections workshops this month for Rensselaer staff. This is a refresher course for some and a new training experience for others. DeMotte and Wheatfield staff will be offered this training in March.

Jen and her staff are happy to welcome Jean as a part of their staff this month. She has been trained on book processing and cleaning up the Long Overdue folder. She also deleted some authority records. She is fitting in well with the remainder of the Tech Services staff.

Jen and our library managers will attend the Indiana User's Group meeting at the Muncie Public Library during the first week of March. They will be able to view the latest version of TLC, our automated system. We plan to upgrade this fall. The last significant upgrade occurred in January 2008. Our fall upgrade will result in a vastly different staff interface. We anticipate that functionality will remain nearly the same.

DeMotte Library News

The new AWE Literacy Computer is being used by many varieties of patrons. Brenda was pleased to see an adult with a mental disability listening to a story and a happy toddler using a shapes program. It is a great learning tool for all ages. Evie created fun learning activities for use with the computers.

Programming is off to a great start this year, with positive patron feedback being received.

Teenage behavior continues to be a challenge. Brenda has offered advice to her staff at a staff meeting about appropriate ways to handle these matters. We will also devote some time at Staff Development Day on this topic. (Patty will be contacting the police department for a potential trainer.)

Rensselaer Library News

Volunteer Coordinator, Melissa Widner, reports that in 2008, library volunteers donated over 1000 hours of work to us. Volunteers helped with Fall Festival and Summer Reading events and also stapled; cleaned books; prepared supplies for story time crafts; digitized vertical files; indexed local obituaries; inserted records into a statewide genealogy database; prepared taxes for qualified individuals; and counted people during people count week! If we had paid minimum wage for these volunteer hours, the cost would have been approximately $6550! We really appreciate our volunteers and enjoy working with them!

Angela and Nancy are offering a great number of programs, and they continue to draw the children in. They are doing a great job! Angela brings a lot to the table with her technology skills. She made it possible for the Annual Report to the Board to be in a PowerPoint format.

St. Augustine's 5th grade class has been utilizing Nancy and Angela's services. They have given book talks on Newberry Award Winners and helped them with research reports on famous African Americans.

Wheatfield Library News

Rachael finished Junior Achievement at the school and held a book discussion for grades 5-8 on Rules. Carolynn and Rachael came away from this program energized because of the depth of the discussion. Story times are off to a great start and the after school program remains popular.

The pay phone has been removed from the front of the building. This pay phone was mounted on to an oak encasement when the building was constructed. Since the building is covered in 'stone' this was the only way to mount the phone. The phone is gone but the oak encasement remains. This will need to be removed and 'stone' placed in the empty spot to finish it off. We are seeking a quote for this work. We had no idea that within 4 years of opening our pay phone would be removed!

Diana offered a 'mouse tutorial' as a part of her in-house computer classes for patrons. An older married couple who have a laptop at home really appreciated learning on a laptop in our computer lab. They were able to ask some laptop related questions while in the class and appreciated the help.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

Director's Report
March 2009

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

2009 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Workshop Request: I am seeking permission to send Sue Tobias to a workshop entitled FMLA Bootcamp: New Military Leaves are Just the Beginning! This is relevant training for Sue. Cost to attend is $150 for an all day session. In addition I am seeking permission for Jen Douthit and I to attend the IOLUG Spring Program Next-Generation Catalogs: New Worlds to Explore. Cost to attend is $50 for each of us. Board approval is necessary for staff to attend workshops not sponsored by INCOLSA or ILF. **If you approve the consent agenda, you will approve Sue Tobias attending FMLA Bootcamp: New Military Leaves are Just the Beginning! and Jen Douthit and I attending the Spring IOLUG Meeting.**

General Business:

Capital Projects Fund: You have copies of this proposal in your March board packet. At the April meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the April meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the April 21 County Council Meeting. Meeting begins at 7pm. I would like as many board members as possible to attend with me to present our plan.

Building Insurance: We renew our building insurance annually every year in April. Effective April 16 our policy cost will increase $794. After an assessment of our fixed asset records, it was learned that our computer equipment was inadequately insured and we would not be adequately covered in the event of loss. I want us to have good solid coverage in this area so changes have been made to provide for this. If we had made absolutely no changes to the policy the cost would have increased $270. I have invited our agent Stace Pickering to attend out meeting. Some of you may not know him, and it is good to put a face to a name. In addition he will be available to answer any questions you may have.

Annual Report of Technical Services Librarian & Systems Administrator: Jen Douthit and Sheila Maxwell will present their annual reports at the April board meeting.

Technology Plan 7/1/08-6/30/11: Annually in April we present a reviewed/revised Technology Plan to the Board for their approval. Please see R 25. As required by the Indiana State Library, our plan is a three year plan. We review the plan annually to be certain it reflects necessary actions and make revisions as needed. We add actions to the plan and sometimes remove actions that are no longer needed, based on patron need, staff need, legislative requirements, and industry trends. Our proposed revisions include minor changes to clarify and/or fix incorrect wording; update statistics and figures on library usage; modify narration of present technology to reflect current software/hardware inventory; and to modify 2010 budget plan to more correctly reflect anticipated expenses. We ask the Board to consider the revisions and approve the recommended changes. A revised and approved document will then be sent to the Indiana State Library for their review.

Personnel Policy Review: Two policies are up for review this month, our Behavior Policy and our Personnel Policy. No changes are recommended to our Behavior Policy. There are revisions recommended for the Personnel Policy. You will find a revised document with recommended changes on R 10. The Policy Committee has reviewed these changes (except for Joan who was unavailable for the meeting). Some edits are to clarify confusing language; some are because of employment law recommendations (we read employment law literature which keeps us apprised of recommended practices and consult with an attorney); and/or some are because of other board action that have now necessitated a change in this policy. We have added language about certification based upon legal requirements and are recommending that maximums be removed from the salary schedule as this seems to be penalizing seasoned employees.

Emergency Contract: At the March board meeting you heard about this option that is now available to you. At this meeting you will need to determine if you wish to exercise this option and how you wish to proceed.

Advanced Tax Draw Resolution: It is expected that tax revenues might be on time this year or at least close to 'on time'! To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Sue Deardorff, chair of the director's evaluation committee. Sue will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Mari Anne Sayler and Natalie Waling also serve on this committee.

Director's Report

Our 2009 Budget has been approved!! Woo Hoo! This is the earliest it has been approved in a long, long time!

We have received word from the Jasper Foundation that due to the loss in market value for our Jasper County Public Library Fund we will not receive a distribution from this fund this year.

Apparently Rensselaer has been named a Tree City USA through the National Arbor Day Foundation. Because of that the Rensselaer Library will be awarded 16 books and pamphlets for our collection. These books are tree related and deal with topics such as identification, pruning/diseases/care, and even tree law cases! A presentation will be made at 2pm on April 13 at the Library.

Senate Bill 348 is dead. You have received numerous emails about this consolidation-related legislation from the Indiana Library Champions, legislation promoted by IPLA and ILTAR. This legislation had received mixed reviews from Indiana libraries, with some for and some against it, but now the legislation is dead.

Grant Writing Workshop-Brenda attended a Grant Writing Workshop sponsored by the Purdue Extension Office last month and learned about Go Green Grants and Stimulus Grants that may help us with some of our facility maintenance projects. Architect Harry Mohler is aware of some of these grant opportunities too. We are keeping our ears/eyes open! (There is not time to pursue these options for our DeMotte Roof Project, but perhaps for the Rensselaer Library!)

One boiler has passed inspection. We are waiting to hear from the boiler inspector on the other one. Harry spoke with James Lyon of Locknivar, who has talked with the boiler inspector and explained that the boilers are from two different runs at the factory. One requires a 'gizmo' (which has been added) and the other one doesn't. Lyons says the boiler inspector now understands that everything is ok, but wants data sheets from the factory showing where the high limit control is located. That information has been mailed to him, and we are waiting to hear something. (**Update** as we go to press-second boiler passed!)

At a previous Board meeting you learned that the gas regulator venting at the DeMotte Library needs to be corrected. This work was outside the scope of the boiler project but was recognized as needing to be corrected during the time of the boiler install. We have sought a quote for the work and have accepted the quote provided by Precision Control for this work. They will be scheduling this work soon which will result in a vent opening through our roof.

I have shared with you in the past that we have been very challenged by some of our younger patrons in recent times with some rather extreme behavior. Sometimes this grievous behavior results in a ban from library premises. I wanted to share with you that we have 5 people on various bans at this time:

one for various infractions (lying and ruining an art book in the bathroom sink being among them); two for fist fighting in the building; one for threatening behavior that resulted in the police being called; and one for vandalism. Four of the five are juveniles and letters have been sent home to parents via certified mail.

System Administrator News

Sheila attended an Automation Counterparts meeting this month. She was happy to get there as the last 2 scheduled meetings were cancelled due to snow storms. They had a full agenda, including: an Evergreen demo and a demo of a newly created staff wiki using Google Sites. They also discussed wireless Internet and children bringing in their own laptops, technical competencies for staff, and lots of cool new things that the libraries are doing.

Sheila spent a lot of time reviewing and modifying our Technology Plan this month. We finalize this process together, and the finished product is in your board packet. Other monthly tasks included: preparing old PCs and other equipment for sale, troubleshooting Rensselaer's wireless service which has stopped working on several occasions, researching the process required to update our helpdesk and our Intranet software, and becoming familiar with Internet Explorer 8.

Arrgh! Update: 32 service requests opened; 26 service requests closed.

Technical Services News

March was a month full of meetings. Jen attended the Librarians' Council meeting and the TLC User's Group Meeting. In addition she attended the first part of an Incolsa sponsored supervisory skills workshop, which proved to be a good review.

Jen offered another in-house Collections Workshop for staff, this time making a presentation in DeMotte. This training, which is a refresher for some and new information for others, is very valuable. She continued training Jean this month and spent lots of time updating continuations for another year and creating a new format and report presentation that is easier to manage. Collection inventory continues too.

Over 1200 items were added to the collection in March!

DeMotte Library News

March was a busy month for children's programs with 172 participants! Spring Festival plans are being finalized! Scheduled for April 17, this is always a popular event!

Brenda has attended many continuing education workshops this month and found them all to be valuable, particularly grant writing and supervision. She also

enjoys being a part of the Books to Bridge initiative. She indicates that she is learning from the variety of professionals involved and likes being a part of a large literacy venture.

Facility maintenance matters continue to be frustrating. We continue to collect quotes for repairing the front exterior staircase and have noticed two windows with broken seals on the east side of the building. It appears that some brick repair/maintenance is needed near these windows. Joe has had a look at it and felt that no immediate action is needed at this time, but it's on our radar to address.

Rensselaer Library News

A new magnetic display board has been placed in the foyer to cover over the holes left by pay phone removal. This board will feature a different reference database each month as a marketing tool.

March was a busy month for programs: Internet Safety, Bloodmobile, Tax Assistance, Basic Computer, Resumes, CareerBuilders, Movie Night, Blood Pressure Screening, Euchre, Pinochle, adult book discussion, a coffee house and game night for Teen Tech Week, Toddler and Story Times, and Third Thursday Club. Linda says, "phew!" ☺ Angela reports, "I've had many children and parents tell me how much they enjoy visiting the countries for Third Thursday. So far we have visited China and France. Each child was given a passport for our trip to China. They brought it back when we went to France. Their favorite parts of the program are the crafts and the food."

Derek has been hard at work stripping and resealing the tile in the public restrooms and foyer. Things look so much better! We are a little disappointed in how the grout turned out and are trying to determine if there is a better approach as we prepare to do the same task at the DeMotte Library.

Wheatfield Library News

The youth department was particularly busy this month. Carolynn participated in kindergarten roundup, passing out library materials at the registration table. At the other end of the spectrum, a gaming program was held for teens during Teen Tech Week.

Goodwin Fire Extinguishers came out upon request to assess our need for fire extinguishers. A Goodwin rep toured the building and recommended moving some of our extinguishers for improved accessibility. He moved the fire extinguishers at no charge to the library as a gesture of goodwill during tough economic times. Seven additional extinguishers have been added upon the recommendation of Goodwin.

J & N Stone has been out to evaluate the area where our pay phone used to be. Since the phone has been removed, we now have an empty oak encasement that needs to be removed and the area refinished with stone to match the

building. We are awaiting a quote from them, but a preliminary ballpark figure seems manageable.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

Director's Report
April 2009

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the salary ordinance updates as presented.**

Our FMLA Policy and Military Leave Policy have been fully reviewed and revised in conjunction with our employment law attorney. Please see R 10. Legislation went into effect this year that necessitated numerous changes to our FMLA policy. As per our attorney's instructions, one policy will include our FMLA Policy and Military Leave Policy. Previously these had been presented as separate policies. **If you approve the consent agenda, you will approve revisions to the FMLA Policy and approve combining it with the Military Leave Policy. The policy will them be named the FMLA/Military Leave Policy.**

General Business

DeMotte Library Roof Project: Our additional appropriation was approved during the last week of April. It is rumored that the cost of metal roofs is dropping and that they are perhaps cheaper than shingle roofs at this time. Kent has recommended that Harry provide new estimates for the Board. Harry will bring these new estimates to the May meeting. You will need to determine if you wish to seek bids for shingle and/or metal roofs. Once you decide an ad will be submitted to the newspapers right away soliciting bids.

Director Salary 2010: As per Board and Administration Monthly Tasks, Director salary for 2010 is determined in open session.

Advanced Tax Draw Resolution: To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw.

Jasper County Art League Request: The Jasper County Art League has submitted a request to the Library. Please see R 9 to read their request in its entirety. The Library Board will need to approve or disapprove their request. At the meeting Linda Poortenga, Rensselaer Library Manager, and I will provide additional information that may have bearing on your decision and will be available to answer any questions you may have.

Budget Workshop: The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2009 Budget Workshop on May 27. At this time Sue and I are registered to attend, and I would like to invite any interested Board members to join us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information. If any of you are interested in attending, please let me know.

Director's Report

The Library received $5254.70 as a part of a settlement agreement between AT&T and the Department of Justice concerning the provision of Internet Services to the Intelenet Consortium. JCPL received services via the Intelenet Consortium from 1999-2004.

I attended several meetings this month: Lifelong Learning Network Meeting of Jasper and Newton Counties; Incolsa Annual Board Meeting; and a State Library sponsored Town Hall Meeting on Indiana Library Standards. I made a presentation to the Rotary Club about upcoming programs and highlights of 2008, and made a presentation to the Jasper County Council regarding our Capital Projects Fund. Our CPF plan received their approval.

We celebrated National Library Week with a coloring contest for children and daily prize drawings for randomly selected patrons. Wally Laird invited me to do a radio interview with him at the start of National Library Week. It aired early Monday morning of that week. I appreciated the opportunity to promote our library services and programs.

Rensselaer Children's Specialist, Angela, wrote an REMC grant, requesting funding for summer reading tote bags to be used as prizes for all of our libraries. She was awarded $1600. It is terrific that this money is available to help all of our libraries offer fun prizes for this annual summer event. Due to another grant written by Angela, the Rensselaer Children's Department was awarded $500 that will also be used for Summer Reading. In addition the Rensselaer Parks Department donated 4 season pool passes to give as prizes!

We are participating in a Plinkit Pilot offered through INCOLSA. Cost to participate is free. Plinkit is content management software that will be used to build our library website. Our current software is not easy to use. We are blessed with a uniquely talented web master, Melissa Widner. Her web design capabilities are well above average as is her job knowledge of web design. We wish to have software that is easier to use, so that future web masters, will be easily able to maintain our library website and so that other staff may make additions and revisions to the website as coordinated by our web master. Participating in a Plinkit Pilot gives us the opportunity to become familiar with the software before purchasing it. We are able to determine if it will work

for us. If we choose to acquire it, cost will be $500-$600, which is very affordable for such software. Staff have received some training from INCOLSA and are currently working with the software to build a new website for the library.

To recognize Anne-Marie Egan's retirement from our Library Board, a press release and picture have been submitted to local newspapers. In addition I will bring a thank you card to the Board meeting to collect signatures from Board members who have not already signed it.

System Administrator News

Sheila attended the Computers in Libraries Conference – in Washington DC March 30th -April 1st. and found it to be another excellent CiL conference! Two of the evenings, she attended what are called Dine-arounds, where she signed up to eat at a restaurant with other conference attendees. She found it great to talk informally with others about what neat things they were doing with technology at their libraries. There were lots of terrific and useful sessions and information. Some hot topics were social networking (wikis, blogs, etc...); how to reach patrons of various levels of technical abilities; and how to manage your library identity on the Internet – just to name a few. She came back with some great ideas that could be implemented at JCPL.

She also attended a Disaster Recovery Workshop and learned many tips that can be incorporated into a Technology Disaster Recovery Plan.

Other tasks this month included: troubleshooter training for a newer staff member at Rensselaer; troubleshooting the wireless service at Rensselaer Library that has been up/down for weeks; various downloads to the Intranet; creating various self-service documents to be included for staff on Aargh!

Technical Services News

Jen's department did lots of authority cleanup work this month, cleaning up over 500 subject headings.

Jen's projects were varied this month. She met with the Rensselaer Children's Specialist, Angela, to give her an overview of what the Tech Services department does. This adds to her job knowledge as she sees how her tasks intertwine with those of tech services. Angela found the session valuable. Juvenile non-fiction inventory was completed this month. Jen updated procedures and did some troubleshooting with bounce-back emails from our overdue and courtesy notices.

Nearly 700 withdrawn items were deleted from the database this month as well as nearly 500 unnecessary authority records. This makes out database much more functional.

DeMotte Library News

April was full of numerous activities, and Brenda reports that her staff was tired but pleased with all that was accomplished. Brenda has been focusing on making contacts within her community to open up lines of communication. She is beginning to see progress. A TOPS group meets in our library, and Brenda has become acquainted with individuals attending these meetings, and they are helping her to promote library programs. In addition Brenda and Evie participated in the KV Schools Reality Store which gave them a venue for more student/faculty interaction. Brenda is now a member of the Lifelong Learning Network Board, having assumed the role of secretary. This is helping her get to know other community leaders and educators in Jasper and Newton Counties.

DeMotte's Book Discussion groups are going strong.

The Spring Festival was a hit with over 200 people attending. Much planning and publicity goes into this event, which features games, food, and prizes for an afternoon of family fun.

Rensselaer Library News

On Saturday, April 18 the fire alarm sounded at the Rensselaer Library. Staff evacuated the building, called 911 (the police dispatcher had already received an alarm call from our library), and then contacted me. I reported to the library within 30 minutes as I was in DeMotte when the alarm sounded. The alarm panel indicated trouble in the book drop area, but the fire department tested for heat and smoke in that area and all was well. They searched the entire building and found no troubles so reset the alarm panel and allowed staff and patrons back into the library. While I was in the building the boiler alarm sounded so I silenced the alarm and shut down the boiler. We contacted McDaniel Fire Service to check our fire alarm system and Precision Control came to evaluate the boiler. We learned that our fire system is in fine working order but that the fire alarm panel was labeled incorrectly and that the zone that triggered the alarm was actually the boiler room. Precision Control determined that a new aquastat & relief were needed for the boiler, so the boiler was tagged and shut down permanently for two days while a part was ordered and then installed. The boiler has been evaluated and fire alarm system and newly relabeled panel have been evaluated and everything appears to be in good working order according to technicians.

The Children's and Teen departments have done exceptional programming for Turn Off Your TV Week: Food Fear Factor, Bedtime Stories, and a Family Game Night/Wii Program. In April Melissa presented an informational program on Vegetarian Eating, and a card making class was offered. A program on Blue birds presented by Ken Murray rounded out noteworthy program offerings this month.

Please check out the tree 'growing' in the children's department. It is an attention getter and an outstanding achievement by Nancy and Angela. This project is indicative of the stellar work they do.

Wheatfield Library News

Bruce Shepherd alerted the library that the wetland area nearest the bowling alley was in peril due to water run-off from the bowling alley. Bruce was concerned that the wetlands would be lost since large amounts of spring rain water were pouring into the wetland area and erosion was occurring. I asked Jody Melton to view the area with me, and he suggested contacting Mark Dyke, Wheatfield building inspector for guidance and assistance. Mark has spoken with Don Myers, owner of the bowling alley, and has told him that he is to direct all water to his own drainage. He was to begin correction immediately, but this conversation took place the week of April 20 and as of the writing of this report no correction has occurred. I have contacted Mark Dyke again, expressing concern that no work has been done as far as I can tell and have asked him to follow up. On a happier note, Bruce is very pleased with how the plants that were put in last year are coming up, both in the water, and also on the west bank. Some of these are erosion resisters. We will continue to monitor this situation and continue to follow up with Mark and Don until this problem is corrected.

A weather alert radio has been set up in the staff workroom area. This will be invaluable as we can easily monitor weather announcements and alerts for staff and patrons.

Diana attended the ILF District Meeting in Michigan City this spring and enjoyed many of the sessions. She particularly enjoyed The Power of WOMM (word of mouth marketing). We must know who to contact to get the word out on programs and other library happenings. This will often be far more productive than press releases that may reach a small audience.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Director's Report
May 2009

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: Three policies are up for a scheduled review this month: Audiovisual Equipment Loan Policy, VHS and DVD Policy, and Internet Use Policy. Revisions have been recommended to all three. Please see R 10, R 12, and R 14. The revisions are minimal and are to clarify language or express current practice. **If you approve the Consent Agenda items you will approve revisions to the Audiovisual Equipment Loan Policy, VHS and DVD Policy, and Internet Use Policy as presented.**

Nonresident Borrowing Fee: Our fee is presently $57. Our per capita operating cost for 2008 was $61.94. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed $$61.94. In the past our nonresident fee has been a round figure so setting the fee at $62 would keep us in compliance. If you want to talk about setting a fee other than $62, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at $62.**

DeMotte Arts & Crafts Festival: The DeMotte Arts and Crafts Festival will be held on Saturday, August 8. Traditionally the DeMotte library has always been closed on the day of this event due to congestion around the library property. As in the past the foyer doors would be unlocked to allow access to the restrooms for Ramble runners and book sale traffic. The DeMotte Friends of the Library do conduct a book sale on that day. A janitor would be onsite to maintain and monitor the foyer and restrooms. Board approval is needed to close the library on this day. **If you approve the Consent Agenda items you will approve the DeMotte library being closed on Saturday, August 8, 2009, for the Arts and Crafts Festival, with foyer doors remaining unlocked to allow access to restrooms and the book sale.**

General Business:

Oath of Office-Deana George: Deana has been appointed to the library board by the Rensselaer Central School Board. An oath of office must be taken for her appointing entity. Deana must take this oath at the June meeting.

Committee Assignments: With the appointment of Deana George to the Board, adjustments to our 2009 Board Committees are necessary. President Sue Deardorff will make these adjustments at our June meeting.

Capital Projects Fund-Notice of Adoption: The Department of Local Government Finance has approved our Capital Projects Fund plan up to this point. The next step is to publish a Notice of Adoption one time in two papers. The board must vote to publish the Notice of Adoption.

Advanced Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2009 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Inter-fund Transfer: Due to delayed property tax revenue we may need to transfer money from our Construction Fund to our BIRF Fund before June 30 to ensure that our BIRF Fund has a zero or positive balance. This is important as we head into 2010 Budget preparation time. June 30 figures are factored into this process. DLGF recommends this transfer. The exact amount that will be needed won't be known until we get to month end. The board needs to make a motion that we transfer enough funds to the BIRF fund to ensure a zero or positive balance.

DeMotte Library Parking Lot (East): This spring KV Schools contacted us to let us know that they plan to pave a small area that is currently grass and located at the end of the asphalt sidewalk that runs to the south of the library. The portion they plan to pave is well beyond our property and is due to a bus that drives on this space as it turns around. This paving would not be disruptive to the library in any way or impact our use of the parking lot, but the library and KV Schools do have a covenant, and in that covenant it states: "neither party shall have the right to alter this parking lot without the consent of both parties". The area in question is far removed from the portion that is leased to the library, but it is nearby, so to be prudent I am bringing this matter to you as information. Paving would be completed this summer.

Director's Report:

Please note that our flower fund has gotten to a level where we need to once again ask for contributions. As a reminder, the flower fund is money that is used to send flowers, balloon bouquets, cards, etc to employees and board members in the event of a serious injury, hospitalization, or a death in their immediate family. We do collect from both staff and board members. You may give your $5 to Gail on the night of the board meeting if you wish to contribute.

The latest news on tax bills indicates that tax bills will be due at the end of July or the beginning of August. Revenue will be sent to taxing units approximately 4-5

weeks later. We hope that our advanced tax draws will capture monies collected early.

Long Range Plan/Technology Plan Update: Since my last report to you staff have completed the following: space needs reports collected; supervisory workshops attended; new Long Range Plan 2010-2014 under construction; ILF district meetings, grant writing workshop, and TLC training webinars attended; attended TLC User Group meeting; staff received Inspire training; Tech Plan revision sent to State Library for approval; Kara trained in computer troubleshooting; MP3 training has been held at DeMotte; evaluated public web browser software and email filter; reviewed demo of LS2 PAC; monitored functionality and usefulness of digitization software; community resources guide updated.

Linda and I met with Loni Burnaska in regards to the Art League request. We have expressed to her the library's interest in the sculpture and the requirements as expressed at the May board meeting. She was excited that the library is willing to partner with the art League and was not detoured by the library's requirements. She will take the information back to the Art League for their consideration and will be back in touch with us after their June 16 meeting.

I was in touch with Mark Dyke yet again about the Wheatfield Wetland area. At my request he did visit with Don Meyer confronted him in regards to the work Don had done to his property, indicating that it (the trenches) was not an option that Mark would allow. He was directed to run his excess water away from the library property and fix erosion that has occurred. Mark has indicated that he will take stronger action with Don if necessary. Just before this packet was mailed Diana reported to me that "it looks like he has the drainage going underground now. The ground is all smooth now on his north side, without trenches".

Staff in each library has been busy preparing for our Summer Reading Program, Be Creative @ the Library. Programs have been planned for all ages, including adults. Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, and our web page. We have many talented staff on board who coordinate excellent programs and understand the importance of marketing.

Diana was on vacation in May, so I led her monthly book discussion for her. I enjoyed the creative outlet and opportunity to interact with patrons in a program/discussion setting.

Jen and I attended an IOLUG meeting in Indianapolis in mid-May. The topic was Next Generation Catalogs/Open Source Options. We both agreed it was one of the best IOLUG meetings we have attended.

We have launched a JCPL presence on Facebook. Our objective is to meet our patrons where they are and promote library services and events. Interestingly enough, just after we launched our presence, we learned that the FBI has a Facebook presence too! Other Indiana libraries have also embarked on Facebook as a means to interact with their patrons and other interested individuals.

I did conduct board orientation with Deana George. We reviewed the contents of her board packet and discussed In the Public Trust and board member responsibilities.

Sue and I did attend a Budget 100 Workshop sponsored by the State Library in May. Budget forms were reviewed, with special emphasis on Form 4B, which is one of the more difficult forms to work with. Gail and I will attend the Budget Workshop on June 3. Representatives from the Department of Local Government Finance and the State Board of Accounts will present information that we will need as we process our 2010 budget this summer.

System Administrator News

Sheila made numerous adjustments to the Intranet this month as I uploaded revised documents to the staff handbook.

Sheila worked on her budget requests this month. She also updated network diagrams, equipment diagrams, and troubleshooting procedures after changes were made to the Rensselaer wireless setup.

Sheila began work on an update to our HelpDesk Software. Maintenance and support expire in July so this is a high priority right now.

Technical Services News

Jen attended eight TLC webinars last month, covering topics from circulation to cataloging to reports and the new LS2PAC. These webinars were worthwhile – all were less than one hour in length, with no travel time, she learned at least one new piece of knowledge from each, and she received an LEU for each.

In regards to the spring IOLUG meeting, Jen had this to say: "this was an excellent day spent learning about the new software that's available and how people are using it. I was truly amazed at the number of PACs available now that are meant to sit on top of our existing system. To paraphrase one speaker – our current system does really well at inventory management, but not as good at displaying our wares to the public. I've never thought about it in quite those terms, but he's exactly right. These next generation catalogs offer much better searching capabilities and are more user-friendly. This was a day well worth the time, energy and the day out of the office."

We were able to do more inventory this month. We finished up the Rensselaer juvenile Non-Fiction paperwork – looking for missing items. We also did the Rensselaer yaFIC inventory in May.

DeMotte Library News

Brenda reports that staff have been busy assisting Internet patrons, especially with unemployment matters.

Interesting book displays scattered throughout the library have been generating interest among patrons. Brenda feels that interesting book displays lead to increased circulation statistics.

Brenda hosted a circulation counterparts meeting this month and is busy with our Facebook presence as she has been named administrator for this page.

Rensselaer Library News

We have freshened up our landscaping beds with new red mulch.

Angela and Nancy, Youth Services staff, visited the Van Rensselaer and Monett schools this month for summer reading talks and visits. The day was a full and exhausting day but well worth it!

The last week of May was dedicated to summer reading sign-ups. As of May 30 over 200 children and over 25 teens have signed up!

Wheatfield Library News

Diana reports, "This was a busy month for the Youth Services department. With the end of school Rachael and Carolynn did school visits to promote the summer reading programs. The middle schoolers liked their Library Jeopardy as they have other years. The questions are updated to be current. They spent two days doing the middle school visits to each class, one for each pod."

Rachael reports, "For the month of May, I held Lapsit programs, celebrated Children's book week with a drawing and programs, made 7th grade visits, made the elementary school visits to promote summer reading, made the regular monthly elementary visits (5 classes), went shopping for summer reading prizes & supplies, held a Mother's Day Story Time, prepared for a middle school book discussion, and set up for the book fair. We have also been busy making the booklets & reading record sheets ready for summer reading registration."

The Friends met and voted to give funds to various children's summer projects and to the staff recognition fund. They are also staffing the Scholastic Book Fair

this week. Even though school is still in session, we hope that families will come to take advantage of the buy-one-get-one-free deal.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
June 2009

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

2009 Salary Ordinance Update: There were updates this month. Please refer to R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies for Review: Two policies are up for review: the Public Relations/Information Policy and the Public Records Policy. No revisions are recommended to the Public Relations/Information Policy. A slight revision is recommended to the Public Records Policy. Please see R 10. At the bottom of point 6 we are changing the age from 13 to 17 to line up with our Circulation Policy. Due to financial responsibility we allow parents of children 17 and under to inquire about materials that are on loan to their children. This comes up fairly frequently as parents are trying to determine what needs to be returned to the library.

In addition, as per the Personnel Policy, we will apply compression adjustments to the Salary Schedule effective July 16, 2009. The Salary Schedule found on page 111 of the Personnel Policy must be updated to reflect these adjustments so that our Personnel Policy reflects Board approved action. On page 111 of the Personnel Policy you will notice I have stricken the word Janitor from the Janitor/Maintenance classification. Our job descriptions for Maintenance positions do not contain the word 'janitor' in the job title, so it needs to be stricken from page 111. I thought it would be a good idea to make this clarification since page 111 was being updated anyway. Please see R 12. **If you approve the Consent Agenda items you will approve revising the Public Records Policy as noted and updating the Personnel Policy to reflect Board approved action and a clarification to the Maintenance classification.**

General Business:

Advance Tax Draw Resolution: At the last meeting we discussed the need to submit monthly requests in 2009 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

DeMotte Library Roof: Due to monies budgeted in our LIRF and Rainy Day Funds and our approved Additional Appropriation, the Library Board has (as of 6/30/09) $247,477 to use for the DeMotte Roof Project. At the July meeting Harry Mohler and Kent Mahnesmith will make a recommendation to the board in regards to the roofing project, and the Board will award a contract. Please see R 9 for Harry's Bid Tabulation form based on bids opened on June 9, 2009.

Budget 2010: The Budget Committee consisting of Sue Deardorff, Tim Schultz, and Joan Floyd will meet with the director and business manager to review the 2010 budgets at 3pm on July 9th. The Budget Committee will make their recommendations to the Board at the July Board Meeting. You will receive your budget information at the July meeting, after the Budget Committee has met. The board will need to approve to advertise the budgets at this meeting. The budget will also be sent to the County Council on July 20 for a non-binding review as required.

Director's Report:

Tax bills were mailed on June 22. We did receive a small advance tax draw on June 29 that will give us a little wiggle room until our 'spring' distribution arrives.

The DeMotte parking lot that we lease from KV Schools was paved in June.

Our bid opening was held on June 9, 2009 as planned. Kent Mahnesmith and Harry Mohler were present along with me and other interested parties.

State Representative Douglas Gutwein dropped in for a surprise visit on June 9, immediately following the bid opening. When I spoke with him at Legislative Day in February, I invited him to stop by and see us at his convenience and told him that I would give him a tour. He took me up on my invitation. We had a good visit. He is knowledgeable about library issues facing Indiana libraries and seems interested and appreciative of the work that we do. I told him how much I appreciate his interest and willingness to learn more.

I attended a Learning Network board meeting with Linda Poortenga and Brenda Thompson. The LN is making plans for a Leadership Development Series that would be so beneficial to both Jasper and Newton counties.

I visited the Wheatfield wetland in mid June and things are looking pretty good there. It appears that black dirt and grass seed are in place and that tile has been put in to direct water to the bowling alley's swale (according to Merriam-Webster's dictionary, this is a low-lying or depressed and often wet stretch of land ; *also* : a shallow depression on a golf fairway or green). I haven't heard any concerns expressed by Bruce Shepherd lately either, so I think we just might be good to go!

System Administrator News

Sheila cleaned up our external Ghost hard drive, documented images, determined which PCs need Ghosted, and then Ghosted those PCs. It is important that we have Ghost images of all unique PCs , PCs that have a special setup or PCs where we don't have another one in the system that was purchased at the same time. In the event of a hard drive failure on these PCs, the Ghost images will allow us to get those PCs back up and running as quick as possible.

Sheila cleaned up our current firewall configuration, in preparation for the new Astaro firewall installation that will take place in July.

Sheila worked on various grant matters in June: filling out USF paperwork for Embarq, filing the 486 form online, and reconciling Embarq local and long distance bills for Y2008 thus far.

Technical Services News

Jen has a staff person out on a medical leave at this time. Anticipating this leave, Jen and her staff worked to get ahead and cataloged heavily, cataloging 1608 items, which gave them their best month ever. Normally they catalog approximately 1000 items in a month.

Inventory work continues at Rensselaer. After Summer Reading ends, inventory will shift to DeMotte and Wheatfield.

Peggy and Jen attended an in-house workshop on Facebook taught by our webmaster, Melissa. They found this worthwhile, helping them to understand how to navigate through Facebook. I reported last month that JCPL now has a Facebook presence.

DeMotte Library News

Brenda reports a terrific number of kids in for the summer reading program. She reports 371 for the first two weeks alone. Beth and Evie have been working well together to coordinate the programs. The adult summer reading program is going well too with 152 entries so far.

Jill created a reference quiz for staff, to keep their reference skills sharp. Brenda reports that it was fun to share answers and consider the varied resources available to locate the necessary information. Information was shared at a staff meeting so that all could benefit from the interaction.

Evie held a volunteer workshop to prepare teens who would help with the summer reading program.

Rensselaer Library News

Painting of staff areas is underway. Our maintenance man and janitor are painting before our new carpet is installed in August. They are doing a great job. They paint after hours and put everything back before staff arrives in the morning. The walls look so much cleaner and brighter. It is amazing how much they can accomplish in a small amount of time.

The Summer Reading programs for adults, teens, and children have phenomenal attendance. Attendance has been 150-190. Our community is thankful to have free programming opportunities provided during the economic crunch. Many patrons have expressed this. Teen program, Food Fear Factor, was the 'hit' program of June. Teens ate 'stinky twinkies', salted seaweed, and squid in it's natural ink, to name a few. Many adults and children stopped by to watch the fun.

Angela and Linda continue to attend Books to Bridge a Region planning meetings. Everything is moving swiftly now to get materials out by September 1.

Wheatfield Library News

Then VHS/DVD shelving has been installed. We had outgrown our original space and the collection was crowded and difficult to browse. Now we have room to grow and the collection is much tidier and user friendly.

Brian has started up the irrigation system. All is in working order after some adjustments and a repair. It seems that someone had intentionally broken off one of the heads located near the building.

The Summer Reading program has been going along well. This year the parents are checking out many more books for their preschoolers that staff has seen in recent years. Kids continue to use the Internet machines during the summer days and adult use has picked up. We get questions about wireless availability so Diana expects laptop use to continue to rise. Wheatfield will be offering health screenings the first Monday each month beginning in July. This program will be provided by Clinical Management of DeMotte as a community service.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

Director's Report
July 2009

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R 7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies for Review: Two policies are up for review this month: the Bulletin Board Policy and the Art Exhibit and Display Case Use Policy. There are revisions recommended to the Bulletin Board Policy (see attached), but there are no revisions recommended for the Art Exhibit and Display Case Use Policy. We have added the words 'business card holders' because the DeMotte and Wheatfield Libraries have such holders in their foyers, and staff wish to strike the words 'and military recruitment posters' because it seems disrespectful to not allow them. Apparently a patron has also questioned that restriction, which has been a part of the policy for as long as I can remember. Please see R 10. **If you approve the Consent Agenda items, you will approve changing the Bulletin Board Policy as noted.**

General Business:

DeMotte Roof Project-Update: Kent Mahnesmith and Harry Mohler will be present to report on the status of the contract, shingle selection, the voluntary alternate, and to field any questions we may have.

Delay Opening on September 28, 2009: It is time to upgrade our TLC Software. This upgrade will improve functionality and provide lots of new features in our circulation and cataloging modules. An upgrade has been scheduled for Sat.-Sun., Sept. 26-27 (to occur after the library closes on the 26th). Due to this upgrade, when we re-open on September 28, staff will be faced with a vastly different interface and will need time for orientation and training. While some training can be accomplished with canned training prior to the upgrade, this training will not have staff sufficiently prepared to work with patrons without some additional live training on September 28. Department heads have requested a delayed opening on the 28th to ensure that staff have a handle on this new software and will be prepared to work with patron accounts and item records. All libraries would open for business at 11am on that Monday instead of 9am. Our last upgrade occurred in January 2008. The last few upgrades have occurred with little down time and little or no staff training needed, but this scenario is a little different and additional training time will be critical. Board approval is

needed to delay our opening on September 28. We will advertise this delayed opening well in advance of the day.

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. You did this same thing last year. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost.

DeMotte Public Library Masonry Work: The outside stairway and pillars are in need of repair at the DeMotte Library. We have sought quotes for repair and are ready to bring this matter to the Board for your review. Atlas Building Services out of Wabash, Indiana has submitted a quote that seems most suitable for our needs. This would likely be a two-week project, and we would not schedule this to be done while the roof project is underway. That would be too stressful for patrons and staff. Scheduling this project, in consideration of our roof project is a concern. We will bring more information to the August board meeting for your review. Cost of this project would be approximately $20,000.

Rensselaer Re-Carpeting Project: At the February and April Board meetings I shared with you that carpet in the staff areas of the Rensselaer Library was in need of replacement due to delamination. You learned that the re-install was a 3-day project, necessitating the close of the library. At my request, the re-install will begin on a Sunday, to lessen the impact on patron access to the library. Dates are set for our carpet re-install: Aug 16, 17, & 18. Furniture movers will arrive Sat. Aug 15 to unload the workroom after we close for the day. Items will be moved into the public areas, and the library will be closed to the public Aug 17 & 18. Carpet will only be replaced in staff areas and it will be dirty/messy work as they remove the defective carpet. Public areas and meeting rooms will not be re-carpeted. The carpet in those areas is fine. Some staff will be on vacation during the days of closure. Others will work in the library, and some may be on library approved 'field trips'. We confirmed our dates for re-install on August 4, after the carpet installer and the manufacturer completed their haggling over labor costs. So that publicity could be sent out right away, I sought approval to close for two days from Board President, Sue. Publicity has been distributed.

Director's Report:

Gail and I prepared the 2010 budget paperwork for the Budget Committee's review. The Budget Committee met to review our work on July 9, and last month you voted to advertise the 2010 budget. Ads will run August 6 & August 13. You will hold your hearing at the September Board meeting.

I am serving on an Advisory Board for a convening entitled Dare to Dream-the Spirit of Invitation for a 7-County Conversation. Set to occur at Saint Joseph's College on October 9, this convening is meant to spur conversation on a county-wide basis and be in the spirit of discovery as we consider how we might improve communication, cooperation, and collaboration throughout our county. We will consider what is great and think about the future. What do citizens want to see for better quality of life? I will provide a brochure for each of you that explains this event. Jody Melton serves on this Advisory Board along with me. Similar convenings will take place in Newton, LaPorte, Lake, Starke, Pulaski, and Porter counties.

We are scheduled to go before the County Council on August 21 for their non-binding review of our budget. We are to arrive at 2:15pm at the courthouse. Any board members who wish to attend with Gail and me are welcome to do so.

Indiana Standards for Indiana Libraries are being revised. A new set of standards are expected to be in effect in 2011. Standards address such things as percent of operating funds spent on materials; number of Internet computers; hours open to the public; number of programs offered; number of ILL delivery days per week, and staff. It is expected that these new standards will come with a ranking system: exceptional, enhanced, or minimum. Based upon what those standards are looking like at this time, we would be ranked exceptional in most categories. I will keep you posted as these standards continue to be discussed and are not yet approved.

I took one week of vacation July 27-31.

August is the month for the Lincoln Exhibit at the Frankfort-Clinton Township Public Library. The Board approved our sharing some of our Lincoln items for this exhibit which opens August 7. Emily Duran, Rensselaer Genealogy Specialist, delivered the items at the end of July.

System Administrator News

Brian, our representative from ENA, came for his annual visit to discuss JCPL service needs and other miscellaneous issues: the ISL contract with ENA expires 6/30/2010, so the ISL must put the contract out for bid for the upcoming USF 470 application; Brian had a few survey questions to ask regarding service satisfaction, future JCPL projects that may affect bandwidth, whether JCPL uses virtualization on servers, etc; state budget cuts; fiber to our libraries; and ARRA (Federal Stimulus Grants). Brian brought bandwidth charts for the Main T-1s and the T-1 tails, and sees no need for us to add more lines to the branches or main library at this time.

Scott from Roeing was here on the 8th to replace our old Cisco PIX 506e firewall with our new Astaro firewall. Our Cisco PIX was far beyond its "end of life". The new firewall offers a significant increase in security for our network. In addition, it offers extensive reporting features and the option to add email security (which we plan to do when our current ForeFront email security maintenance runs out).

With the many changes that were made to our servers and network this month, lots of additional clean-up tasks were required: fixed asset sheets had to be updated; backup processes had to be changed; equipment documentation had to be updated; equipment cables had to be relabeled; and network and equipment diagrams had to be updated. In addition, Sheila still needs to update staff/administration documentation and procedures.

Technical Services News

Jen reports, "The next TLC User's Group meeting will take place on Friday, September 25th from 10am to 3pm at the Elwood Public Library. Brad Cole from TLC will join us for the afternoon session and give a demo of the new LS2 Kids PAC. This is replacing the KidsCat that never really functioned very well. He will also give us some tips and tricks for more successful/efficient PAC searching. Branch heads have been invited, and Linda has responded that she would like to attend."

Jen and her department focused on a variety of tasks in July: they cataloged over 1100 items and did another round of inventory at the Rensselaer Library. Jen also made some revisions to our Automatically Yours account this month to accommodate staff requests.

Jen attended our July Librarians' Council meeting and looks forward to the August meeting when we will continue to work on our Long Range Plan 2010-2014 draft.

DeMotte Library News

Brenda reports, "July has been very high energy. The summer reading program has come to an end with many great numbers. Evie received compliments on the children's programs. The staff worked diligently as a team to make the Tuesday's and Thursday's work. We had such a high volume of circulation that we had to load carts and have people check in at every available station. This was great to see everyone working together."

She continues, "The adult computer classes were attended by new faces and people that seem thrilled to take more. This was a boost for me as I try to make the classes fun and get people confident they can do it. Seems it worked!" ☺

Brenda reports, "Kim Delger's book discussion was a hit this month. She had a total of 23 participants this month. She has followers as far as Highland attending her group. She does a wonderful job in picking books, offering discussion questions, and offering great treats."

Rensselaer Library News

Linda reports, "Library facilities continue to run smoothly. ...Todd has a handle on the roof leaks, though they continue to worsen, especially on the east side by the study carrels...We are seeing an escalation in the vandalism of library property, the latest being a bb gun breaking our globe light and bicycles being reported stolen." (Patrons are not locking them up.) We will alert the police about these matters and have asked for increased surveillance.

She continues, "The Children's Department had a tremendous year of programming for SRP, Angela and Nancy continue to be creative with our displays, TREE, and crafts. We had over 100 more children sign up for Summer Reading than last year. The Summer Reading program for adults had 66 participants reading, also more than last year. We thank all the businesses that support our Reading efforts. Adults attended two great programs this month, AARP Driver's Safety class; and Louise Thompson of the Alzheimer Association presented a program on the 10 tips for Memory Loss. The children's department sponsored a movie on the lawn, which everyone who attended enjoyed. Not thunder stormed out this year!"

361 people signed up for Summer Reading this year. With over 100 children finishing the entire program and nearly 25 teens, the program is considered a success. Children and teens that completed were given a completion certificate, a ride and read pass for Indiana Beach, and a free meal at Rico's.

Wheatfield Library News

Diana states, "We have been treated to gorgeous digital photographs on our art wall this month. Kelsey Tillema is the artist, and she just graduated from KV High School and is now enrolled and taking classes at the Art Institute in Indianapolis. This was a very popular exhibit with patrons, and many of her family members came in to look at it. She did a great job!"

Diana reports, "Linda T. and Nanette were able to attend ALA in Chicago this year. Linda had never been there and both took advantage of talking with vendors. Linda's entry into Center Port's drawing won her 25 large print books. Nanette will be ordering those and will include some Inspirational ones (she generally does anyway) since it was Linda's name and she is in charge of our Inspirational ordering. That they allowed us to do title selection was quite nice. Quite a deal!!"

She continues, "We are getting maintenance work done now, with Jim Little as the new person for that. He's been given a list of items that need attention and is working on it. The north exit door out of the large meeting room now works correctly. The bottom jamb had screws that had come loose out of the concrete and the door couldn't close at times. He has been replacing burned out bulbs in the parking lot and around the building. Since he has tall ladders, he will be able to do those lights and we will not have to call Circle R unless there is a bigger problem. He is taking the recycling out regularly so that has helped keep our storage room neater. Shelves from the yard room (that were brought from the old building) were put up in the storage room to hold the recycling crates, which makes things neater again."

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
August 2009

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

2009 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies for Review: In September the Board will review the following policies: Library Board Privilege Policy; JCPL Mission, Roles, Values; Group Visit Policy; and Library Staff Privilege Policy. No revisions are recommended to any policies, except for the Library Board Privilege Policy. Please see R 10. Because the Board approved removing the mileage reimbursement language from the Personnel Policy earlier this year, it needs to be removed from this policy to be consistent. **If you approve the Consent Agenda items, you will approve revising the Library Board Privilege Policy as noted.**

General Business:

2010 Budget Hearing: You will hold your hearing for your 2010 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Roof: In mid August Diana reported to me that, in the words of our Wheatfield maintenance man Jim Little, "a piece roof sheathing has heaved up". I visited the library to see for myself and then contacted Gluth (the folks who roofed the library), who in turn contacted Gough, the contractor who built our library. Bryan from Gough visited the library right away to check out the situation and offer an opinion. He called back within two days and as a first step, recommended sucking the plywood back down in the worst areas to make the areas watertight and then proceed with determining what was causing the problem and how to correct the problem. After receiving this recommendation I contacted The Troyer Group and spoke with Bill Barnard, a Troyer architect, to speak with him about our problem (you might remember that the original architects are no longer with Troyer-they left to open their own firm) and to get his opinion about what the Library might do. Bill, from Troyer, and Bryan, from Gough, then spoke by phone and emailed some pictures back and forth. Bill from Troyer then called me and concurred that sucking the plywood down in the worst areas was appropriate and a good first step. On Monday, August 24, Gough attended to the task of sucking down the plywood at no cost to the library. An architect from Troyer was on site that day to speak with the gentlemen doing the

work and to take pictures. Then Gough and Troyer proceeded with making a determination as to why the problem occurred in the first place. I have had **numerous** phone conversations with Gough and the Troyer Group in regards to this matter. Individuals from both companies have been on site to look at our roof from the topside and from the attic. These groups have been in conversation with each other and with me on **numerous** occasions. I have received written reports from both Gough and Troyer in regards to this matter. These are included in your packet. Please see R 12-R 21 Both Gough and Troyer have named this issue a ventilation issue. I have requested that an architect from the Troyer group attend our September meeting to explain the situation in person and discuss next steps. The only action that I have taken thus far is to allow the plywood to be sucked back into place to make areas watertight, and this was after our architect advised that this was an appropriate first step while we evaluate the problem and develop an action plan.

DeMotte Library Roof-update: Pre-construction meeting was held on September 10. Architecht, Harry Mohler, will provide an update on the project.

DeMotte Library Mason Work-update: At the August Board meeting, the board asked that we acquire more quotes from vendors in regards to the repair of the outside stair steps at the DeMotte Library. Some additional masons have visited the site and have indicated that they will submit a quote. We will bring all quotes received to our September meeting.

Wheatfield Library Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Director's Report:

Update on power surges at DeMotte: these seem to have subsided. We have had no further incidence of this. We were able to submit an insurance claim to our insurance company and be reimbursed for most of the cost to repair our blown elevator relay. There was a $1000 deductible.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: LEUs have been acquired by various staff for reference and online sources workshops; survived summer reading; various committee reports received-New Technologies and Literacy; reference quiz completed; various facilities issues have been handled or are in process; many staff attended ALA exhibits in Chicago; libraries are seeking yearbooks to enhance collections; blogging for Reader's Advisory; web page overhaul ongoing; evaluated wireless; replaced firewall; evaluated intrusion detection solution for network; evaluated help desk software and intranet software; 2010 tech budget done; staff attending LN meetings and Books to Bridge meetings; one on one training for patrons on

electronic resources is offered; presented to Rotary on business resources; staff are busy helping patrons with e-government and word products.

I did attend the Lincoln Exhibit opening at the Frankfort Library and several of the Rensselaer staff visited the exhibit as a field trip during the carpet re-installation. It was a wonderful display, and we were thrilled to be a part of it.

The carpet re-installation went off as planned. We like the new carpet, and the installers did a terrific job with this project.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. This event takes place in October, and I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved! Book discussions are planned in our libraries.

Non binding review of our 2010 budget occurred on ~~October~~ August 21. No changes were recommended by the county council.

Our Capital Projects Fund Plan 2010-2012 was approved by the Department of Local Government Finance.

System Administrator News

Sheila attended a Public Library IN Network Leadership Team Meeting on the 20th at the Indiana State Library. They discussed the Internet Consortium contract that will be put for bid soon (our current one expires 6/30/2010). Several changes were suggested for the Scope of Work: include online reporting tools, traffic prioritization pricing, and additional optional services.

Sheila worked with Cymphonix support to find an acceptable solution to the library's problem where blocked "HTTPS://" addresses would not allow staff to bypass. It was necessary to install a Cymphonix Internet Security Certificate on all PCs.

Sheila prepared the requested e-rate documents for the Indiana State Library and AdTech (the consulting company that files our e-rate forms for our data lines). She filed the e-rate BEAR form for our Y2008 (7/1/2007-6/30/2008) NITCO local telephone reimbursements.

Technical Services News

We had lots of problems with TLC this month. Early in the month we had a day where we were extremely slow and then went down altogether. After talking to TLC, they found a problem and had to reboot our server. On another day, three cataloging workstations were stuck for an entire morning. Jen and two staff all tried to save a record at the precise moment that TLC was having a blip in their network. All three workstations locked up and Jen had to wait for someone at TLC to unlock them. Unlocking them took 2 minutes, but getting someone to work on her request for assistance ticket took 3 hours. Later in the month, Tech had several complaints from various staff that items weren't showing up in the PAC. Initially Jen thought this might be a cataloging coding error, but could find no problems with it when she went digging. After further complaints from other staff, Jen ran several reports. Two full week's worth of newly cataloged items were not showing up in the PAC. TLC said there were "several records stuck in the PAC update table." TLC ran an "Oracle job to import the records" and suddenly everything was in the PAC again. Problem solved. Except that the problem is still happening. The PAC tables aren't updating automatically like they are supposed to. TLC is manually doing it every day. They are looking into why this is happening. And I will continue to monitor to make sure that the manual job is being run.

A highlight for Jen this month was a workshop she attended – Lean Principles for Non-Profits: Doing More with Less, sponsored by the United Way and the American Society for Quality. "Lean primarily focuses on the relentless elimination of waste from all business activities." (taken from the Ivy Tech Website). This workshop gave me a definition of what "waste" really is…more than just the things we throw in the waste basket. Waste can be the things we're doing because we've always done them, adding extra steps that we don't really need. Waste can also be the extra time it takes to walk to the front desk to use the three-hole punch multiple times a day. By moving the three-hole punch (or buying a new one), and storing closer to the point of use, lots of time can be saved. This workshop not only gave me ideas on where my department can improve, but I was able to meet a local member of the ASQ who is willing to help me implement some lean processes into our everyday work life. This free workshop was so inspirational for me, so much so that I'd love to find a way to share that enthusiasm with my coworkers. Hopefully we can find a way to make that happen in the year. (Patty's note: we will discuss incorporating LEAN Principles in our Long Range Plan which is currently under construction.)

As a result of her attending the LEAN workshop, Jen tweaked her process for tracking Automatically Yours items for each department. She converted the adult popular fiction authors entries from Excel to Access, and will continue to work on Large Print, spoken word audio, and children's entries. It's a bit time consuming to switch everything over, but it will save her lots of time in the long run.

DeMotte Library News

This year Brenda had staff place their Town and Country Festival booth in front of the library under the front awning. She felt the predicted heat index and a chance of storms were not worth risking staff and materials. 170 people stopped at the booth, less than in previous year though.

Kim Delger's book discussion group attracted 20 people. This has been one of the most consistent groups, but we are finding several of the people are getting older and it is getting harder for them to participate.

The Senior movie was "The Boy in the Striped Pajama's" we had 9 in attendance. Yvonne has a velvet curtain that covers the door, an old fashioned popcorn machine and the soft chairs of the library are pushed into the room. It really feels warm and cozy.

Rensselaer Library News

Quality Flooring installed new carpet in the staff areas of the library replacing the defective carpeting with a new pattern and Life Lock padding. The library was closed on the 17 & 18th to allow for all staff office furniture and equipment to be housed in the public areas of the Library. Our maintenance crew finished most of the painting in the staff areas. Derek and Todd have done an excellent job. These areas look welcoming and fresh. The new carpet pattern coordinates well with the original design which had been discontinued.

We had a lot of staff doing outreach activities in our community this month. Emily set up a booth at Cops Night Out (Public Safety Awareness) held at Brookside Park; the library provided prizes and drawings to the attendees. Donna also set up a booth at the Health Fair. Melissa presented business information/databases to the Rensselaer Rotary Club.

The Friends of the Rensselaer Library sponsored an Antique Appraisal program. The guest speaker was Karl Gates, this was a fun, informative, and well attended program. The Friends are considering the possibility of asking him back next year.

Wheatfield Library News

Wheatfield offered a Health Screening program this month that was well received. Darlene DeVries featured it in her column in the KV Post newspaper, and Diana thinks that made a big difference. A basic computer class had four people in attendance.

Diana attended a good electronic database training session at Lake Co. Public Library. The presenter did a great job. Dee will be attending the second of that series next month which will focus on things we have in our system. This workshop featured more business items. This will be offered again next year.

Jim continues to do a great job with maintenance. Diana really appreciates his wide range of knowledge and how that allows him to help out with many things.

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
September 2009

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

2009 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies for Review: Three policies are up for review by the Board in October: the Public Forum Policy, the Library Credit Card Policy, and the Harassment/Discrimination Policy. No changes are recommended to the Public Forum Policy. Revisions are recommended to the Library Credit Card Policy (see R 10). These changes are made to reflect current credit account limit amounts and to clarify language that reflects current practice. The Harassment/Discrimination Policy has been revised (see R 12). This policy follows a prototype that is supplied by our library attorney, and she has edited her document. I edited ours to match hers as we do follow her specific wording. **If you approve the consent agenda items, you will approve revising the Library Credit Card Policy and the Harassment/Discrimination Policy as presented.**

General Business:

Budget 2010: At the October meeting you will need to pass a resolution adopting the 2010 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,027,228; Library Improvement Reserve Fund $30,000; Bond & Interest Redemption Fund $320,379; Capital Projects Fund $50,000; Rainy Day Fund $66,300.

Advanced Tax Draw Resolution: At various times this year we have requested an Advance Tax Draw from the County Auditor. Each request is valid for 30 days. It is time to make another request, but a Board motion is required.

Town of DeMotte-Safe Routes to School: We received a letter on September 24 inviting us to a neighborhood meeting being held on September 28 by the Town of DeMotte to explain their Safe Routes to School Program. Please see (R 19). Brenda Thompson attended this informational meeting on behalf of the library. In 2008 the Town of DeMotte was awarded $250,000 in grant money that is to be used to ensure that children or pedestrians have a safer way to walk to and from school. It is our understanding that a portion of the proposed sidewalk will run directly in front of the Library (west side) on property that belongs to the Library (up on the hill). Brenda reports that the sidewalk will link the Spencer and Field of Dreams parks. We have

been told that an appraiser will be in touch with the library in regards to our options. The town would like to see this sidewalk project completed in 2010.

Wheatfield Landscaping: At our September 2007 Board meeting the board did discuss our landscaping at the Wheatfield Library. The minutes for that meeting state the following: *The Board reviewed Wheatfield Landscaping plans that were presented in the Wheatfield Librarian's annual report. The board acknowledged that upkeep of the landscaping and planting beds is an overwhelming job and may be more than our current lawn care consultant can handle on their own. Lawn and landscape maintenance, especially weeding, is a top priority. D. Kooy will speak to our lawn care consultant about Board concerns and discuss possible solutions, one being outsourcing some of the work. Sidewalk and building discoloration were also discussed. The only way to eliminate these problems entirely would be to treat the iron in the water in the sprinkler system which would be a costly endeavor. The board decided not to act on water treatment at this time.* It has been two years since we evaluated the landscaping. Keeping up with the landscaping and planting beds is still an overwhelming job. What concerns do you have on this matter?

2010 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2010. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Natalie Waling (chair), Tim Schultz, and Jody Melton. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

Don't forget! I will be taking pictures of Board members at our October meeting so that I may assemble a picture board as per staff request. These will be individual photos. We talked about this at our September meeting. ☺

Repairs to our outdoor staircase at the DeMotte Library are underway. Roofers have not yet appeared on our roof. We were expecting them to begin roofing during the week of September 28 but the insulated decking did not come in so we were told they would begin the week of October 5. At the writing of this report no roofers have yet appeared.

We did receive a field report from The Troyer Group which summarizes the smoke tests that were done on September 16 (see R 16). Troyer is still investigating the roof issue and is in conversation with ridge and soffit vent manufacturers. Brian from Gough came out on September 30 with the plywood supplier and manufacturer in tow to assess the plywood. A Troyer representative was present for that assessment. I have not received any reports in regards to that. Sean was the architect who met with you in September. He is not able to attend the October meeting as he will be out of state. However, he assures us that Troyer continues to work on this matter.

September began with our day-long Staff Development Day, hosted by the DeMotte staff. Staff evaluations of this training day were overwhelmingly positive.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued 355 new cards!

2009 is the last year for our current Long Range Plan. The Librarians' Council has spent this entire year working on our Long Range Plan 2010-2014. Staff and patron survey results were incorporated into this plan which is entering final draft stages. I will bring this plan to you in November for your approval.

Gail and I recently attended the 2009 ILF Legislative Forum. We received a renewal overview and an insurance plan update on our 2010 ILF Insurance and Benefits. We also received an overview of the upcoming legislative session. It was an informative day.

System Administrator News

Geocache Update: 5 new finds for Rensselaer; 6 new finds for DeMotte; and 5 new finds for Wheatfield. Arrgh! Update: 22 Service Requests opened, 18 Service Requests closed.

A recent TLC challenge is that Specific Limit searches in the OPAC seem to be hanging and/or taking a long time (10-15 minutes) to return results – TLC has researched this and said it is an issue with TLC. This information was forwarded to the Product Owner; however, they are not sure it can be easily fixed.

Sheila attended various meetings and workshops this month: an Automation Counterparts meeting was held at the Lowell Public Library. Items discussed included: bandwidth (seems like this is always a topic), fibre optics in NW Indiana, bandwidth shaping via ENA, Vista/Windows7 adoption and patron/staff training, and a calendar widget on Porter County's newly updated website. Sheila also participated in a Free Windows 7 Lunch 'n Learn – on the 29th in Valparaiso (sponsored by Chester Tech). She reports it was a great two hours! She learned so many cool things about Windows 7. She is excited to get it on our new PCs.

Technical Services News

The biggest project of the month was the TLC upgrade. Prior to the upgrade, we were given access to a test database – the Sandbox – at TLC. Jen created tasks that needed to be completed in the sandbox every day for a week. This allowed the "circ trainers" and managers at each branch to take a look at the new version and

play each day. We were also given a Webinar by TLC training staff the Wednesday before our upgrade that was not super helpful. Jen created training packets that were used to train all staff first thing Monday morning. The upgrade itself went fairly smoothly. There was a backup issue Sunday night, which caused us to be down first thing Monday morning. A reboot of the server was required, which meant staff lost some training time. We also had some issues getting the receipt printers to print. Those were really the only big issues we had with the upgrade. For the most part, the upgrade went smoothly.

Staff development day was a big hit with Jen's staff. They all commented on how much they enjoyed the day, particularly the book roundtable. They hoped to see that portion again next year.

Jen serves on the Librarians' Council and indicates that she thinks that the long range plan we've drafted is a good one. We did have two work days in September and Jen felt these were two long days but were very worthwhile and productive!

DeMotte Library News

A Creative Writing Group for teens is underway at DeMotte with Del Cleek as facilitator. Numerous visits to preschools and kindergarten classes occurred too. We impacted all age groups this month! A Twilight Writing Contest has been launched too!

DeMotte staff hosted our Staff Development Day this year and as hosts were responsible for room set up and food and all the little details that fall to the host. They did an excellent job and made everyone feel welcomed. Brenda reports it was a terrific staff collaboration. Next year Rensselaer staff will host this event.

Fifteen people came out for a Ghost Hunting program presented by Cher Wright.

Rensselaer Library News

Our HVAC system ran into difficulty this month. The chiller unit outside needed to be reset twice, and currently the TS Librarian office area is too hot. Precision is addressing the problems we encounter in a timely and professional manner. We had our first mouse in the Rensselaer library. It nibbled on stuff in the Systems Administrator's desk drawer. It seems to be localized to that spot, we have not seen the critter, but have placed traps in case it is still in the building, instead of simply travelling through. Todd, our maintenance employee has begun work on trimming up plantings around the exterior of library.

Melissa held two different types of classes using the Mobile Lab this month, Basic Computers and Intro to Technology as a Brown Bag lunch program.

School is back in session and we've had many visits from St. A's and the first graders from Monnett Elementary. We had more than 65 children sign-up for library cards! Rensselaer Central Middle School 8th grade English class visited. Angela showed them how to use the card catalog, search with limits, and put holds on books from home.

Wheatfield Library News

Diana reports that the best part of the month for staff was the Staff Development Day at DeMotte. There was a good amount of interactive time with other staff that really added to the enjoyment and edification of everyone. Diana was happy to get to know some new staff too.

The Jerry Davich program was excellent. The large crowd was regular column readers and had a number of questions. He included information about the status of newspapers in this economy and about his job as a columnist. The crowd was very attentive and he could answer their questions well. Many bought his book.

Diana reported that a young lady came and had some of her senior pictures taken in the stone room. They asked permission beforehand. That was a first!

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
October 2009

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Policies for Review: Three policies are up for board review in November: the Materials Selection Policy, the Circulation Policy, and the Indemnification Policy. Revisions are recommended to all three. In the Materials Selection Policy, please see R 10, I have added wording about adding formats because I think it is important that the Board is aware of format additions since it impacts the operating budget. The other revision is due to a change in another policy some time back, for consistency's sake. In the Circulation Policy, please see R 15, revisions are due to changes in legislation and to reflect current practice. In addition we opted to remove mentioning the actual dollar amount of the fee which changes annually. This information is shared with all staff upon change and is posted in the library. In addition we feel we can loan 5 computer software items without burdening selection. We also provide scanner use in the library and needed to comment about the cost of a printed copy when the scanner is used. Attorney Kent Mahnesmith did review the Indemnification Policy and suggested a revision that is noted in your packet. Please see R 19. **If you approve the Consent Agenda items, you will approve changing the Materials Selection Policy, the Circulation Policy, and the Indemnification Policy as noted.**

Advance Tax Draw: Earlier in the year we discussed the need to submit monthly requests in 2009 to the County Auditor for an Advanced Tax Draw. Each request is valid for 30 days. It is time to make another request, but a Board motion is required. **If you approve the Consent Agenda items, you will approve seeking an Advance Tax Draw.**

General Business:

Wheatfield Library Roof: You will find two reports in your Board packet: a report on the plywood assessment and a Troyer Field Report. Please see R 21 and R 32. In their Field Report, the Troyer Group has given their recommended first steps in the process of correcting the buckling plywood issue. Sean Frederick of the Troyer Group will be in attendance to field your questions.

DeMotte Library Roof Update: The roofing project is moving along. We have had quite a few rainy, windy days to contend with. On the worst days we did experience a bit of leaking which the roofer did attend to right away. Fortunately

the leaks did not go beyond some wet ceiling tiles. At the writing of this report, they are doing tear off on the north side; most of the east and south sides are complete with insulated decking and shingles; and nothing has been done to the west side, the final phase of the project. I have invited Harry Mohler to attend our November meeting to report in person on this project.

Wheatfield Landscaping: Bruce Shepherd and Lana Zimmer will attend our November meeting to discuss our landscaping at the Wheatfield Library: where we are; where we want to be; and how we might get there. **Please note that Mark Dyke did visit the Wheatfield Wetlands on October 9. There was a fair amount of rain at the time of his visit. He reports that he did not notice anything that looked suspicious. He checked the parking lot area and the road area, and they seem to be draining the way they should. According to Mark, there is not excessive run off from either area. He is willing to meet with Bruce Shepherd on site if Bruce wants to schedule a time to meet.**

Health Insurance 2010: The 2010 Health Insurance premiums for JCPL have been received. We are recommending the library improve the dental coverage by increasing the maximum from $1000 to $1500. There have been no improvements to the dental coverage for the past ten years, and the premium will increase $2.70 per single coverage per month. The new rate for single coverage, including the improvement to dental is $453.50 compared to $446.32 for 2009. There are no other changes in benefits. If the library chooses to contribute 80%, the cost to the library would be $362.80 and the employee $90.70. Employees who elect only Life Insurance coverage pay all but $1.00/yr and the library pays the balance. **We recommend that the Board offer the same insurance benefits as in 2010 increasing the dental as noted above. The Library would continue to pay 80% of the premium. A board vote is required.**

Long Range Plan 2010-2014: This year the Librarians' Council has been working on our Long Range Plan 2010-2014. A final draft of this plan is included in your packet. Please see R 40. As we drafted this plan we considered patron needs as expressed in our 2008 User/Non User Survey and the needs and thoughts of staff as expressed in our 2009 Staff Survey. In addition we considered trends in library service that need our attention. It is now time to bring the plan to the Board for your approval. This is the plan that will direct much of our work over the next five years. A board vote is needed to adopt this plan.

2010 Slate of Officers: The Nominating Committee will present a slate of officers for 2010. Elections will be held at December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Tuesday, December 29,

2009. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their annual reports at the November Board meeting.

Director's Report:

Please note that the November Board meeting will be held at the DeMotte Public Library. ☺

At the writing of this report, work on the outside staircase at the DeMotte Library is complete. The benches on the top of the hill are also complete, and the pillars are nearly finished.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I will provide a spreadsheet with our detailed statistics at the November meeting.

I have received statistics from the Frankfort-Clinton County Contractual Public Library who borrowed our Milroy items for their Lincoln Exhibit in August. Over 1000 people visited the exhibit and nearly 500 people participated in associate events: a tea, luncheons, children's activities, a Reader's Theater and a Civil War Dance. They were very appreciative of our participation in their event.

This month I hosted a Northwest Indiana Directors' Meeting; attended the INCOLSA Fall Forum; and attended the Jasper County Dare to Dream Convening. The convening was well attended, and I really enjoyed serving on the planning committee for this event. I met some community leaders with whom I had never worked and learned quite a bit about our county in the process. It was all very energizing.

System Administrator News

Sheila began installing Internet Explorer 8 on staff PCs in October. She would like to get it installed on all staff PCs so staff have time to become familiar with it before we get the new patron PCs which will have IE8 installed. Wheatfield staff were the first to receive IE8 and they seem to have no issues using it.

Sheila participated in two webinars as a part of product research: Vexira for antivirus software and SmartShield, a security product. Product research is important to keep costs manageable when upgrades are on the horizon.

Technical Services News

Jen reports, "Jean attended a basic MARC record workshop this month. She was finding herself getting tripped up by indicators and subfields. I think that the workshop helped her to better understand those things. She's been cataloging long enough; taking the workshop now helped her understand the subject better. And I think hearing it from a second party, presented in a different way is a good thing too."

Jen updated lots of procedures this month: server down, collections, bankruptcy, holdings code and several circulation procedures that needed altering after the upgrade.

DeMotte Library News

Adult programming had a variety of wonderful programs: Geo-caching, Passport Day, where patrons could come and get a passport, and our senior movie program with 10 participants. Children's programs were up and down too due to ill children. Ghost stories had 32 participants with Northwest Indiana Story tellers sharing the stories. Evie had a creative idea of the Twilight Writing Contest. We had 11 entries and they are being read by our judges to award the winner. This was a good idea and wonderful education program.

The basic structure of the Story Time Room tree has been completed. A styro-foam base has been placed and painted to reflect a forest floor. Tree roots have been created and are ready to be attached thanks to Beth's handy work. Next comes the bark and then the branches. A variety of silk garlands, plants and accessories have been purchased to complete the area.

Rensselaer Library News

Fall Festival was a success though it was pouring and cold outside, all festivities were held inside again this year. We had 245 people attend; we believe the low numbers is more attributable to the flu that is raging through the local schools rather than the poor weather. The St Joe college men's basketball team and coaches, staff, and the Friend's group helped the festival go off well even with the weather. The cake walk once again had a great selection of items. This year at our annual Fall Festival we introduced video games to attract teens. We played Beatles Rock Band. More than 10 teens participated.

Programming for Books to Bridge events were in full swing this month. We offered a K-2 Book Discussion, a 3-5 Book Discussion, and a 6-12 Book Discussion. Angela also visited the High School Special Education class to read "A Day With Wilbur Robinson". All book discussions went along games and

activities that were relevant to the books. Mike Leonard's presentation for Books to Bridge held at the Purdue Calumet University was excellent. More than 140 people were in attendance and we heard many positive remarks about the book selection choice.

Wheatfield Library News

We had an excellent "Birding in the Dunes" program that only seven people came for. Those who were there really enjoyed it and asked lots of questions. The interpretive naturalist brought a big variety of stuffed birds to show and talk about. The largest was a Sandhill Crane that came from Jasper Pulaski. The Friends paid the $2/person fee.

The Health and Vision Screenings were held the first Monday of the month. Additionally, pneumonia shots were given on a Monday and Friday of one week. Flu shots had been scheduled too, but Clinical Management had run out of vaccine. Vision screenings were held on the Friday of that week.

Don't forget—we meet at the DEMOTTE LIBRARY! ☺ Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
November 2009

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2010 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2009 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2009 Salary Ordinance.**

Policies: Please see R10. This is a new policy entitled Photography, Videotaping, and Other Recording Devices Policy. This is very closely modeled after a policy used by the Indianapolis-Marion Township Public Library. We take numerous pictures in our library of programs and events. These are used on our website and in the library to promote programs and events. In addition we have people in the library with various cameras (in their cell phones, etc.) who are also taking pictures. We want to implement a policy in regards to these activities and attached you will find a draft that has been reviewed by Kent Mahnesmith. Board approval is needed to approve this new policy. In addition we wish to revise the Internet Policy. Please see R13. Please pay particular attention to an addition at the very end of the policy. We wish to include this language because blogging and social web sites are a part of our work and personal worlds today. This addition has been reviewed by Kent as well. He has also recommended striking the words 'or hearing' from point 4 under rules for usage. **If you approve the Consent Agenda items, you will approve our new Photography, Videotaping, and Other Recording Devices Policy and the revised Internet Policy.**

Workshop Requests: I am seeking permission to send Sue Tobias to a workshop entitled Payroll Law 2010 which will be offered in Lafayette, Indiana on January 25. Cost to attend this Fred Pryor Seminar is $199. Payroll is a key component of Sue's job responsibilities. Workshop content will include such things as: recent regulation changes that impact payroll; the ins/outs of new hiring reporting; state law v. federal law; unemployment compensation; exempt/nonexempt employees; record keeping procedures; and W-2, W-4, and 1099 reporting. **If you approve the Consent Agenda items, you will approve sending Sue to this Payroll Law 2010 Workshop.**

General Business:

DeMotte Library Roof Project Update: Architect Harry Mohler will make a presentation to the Board.

Wheatfield Library Roof: I last spoke with Sean Frederick on November 12. At that time we discussed Jim Little, Wheatfield Maintenance man, verifying that there is indeed a vapor barrier in the attic below the insulation and above the gypsum board ceiling. He will do this before the end of the year. Sean also provided a written summary of the Board meeting and an update as to what has transpired since the Board meeting. He has also submitted an invoice for Troyer's work on this project thus far. We will discuss this at our December meeting.

Painting Donated to the Rensselaer Library: Dorothie Scipio has donated a painting to the Rensselaer Public Library. Our Board-approved Gift Policy states *any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping, equipment or large works of art, must be approved by the Library Board.* The art is attractive and something staff would be happy to have. As per Policy I will bring the art to the Board meeting for your approval.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount you may transfer is $30,000. We recommend transferring $30,000 of the budgeted amount. It is good to set aside money each year for future improvement needs. The Board will need to pass a resolution in this regard.

2010 Salary Increase: During 2010 budget preparation we placed sufficient funds in the 2010 Operating Personal Services budget to allow a 2% salary increase in January. A board vote is required to implement an increase in 2010.

Election of Officers: You will be electing your slate of officers for 2010. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President-Jody Melton, Vice-President-Tim Schultz, Secretary-Natalie Waling, Treasurer- Mari Anne Sayler, Assistant Treasurer- Deana George.

Board Meeting Time: The Library Board has been meeting at 7pm on the second Monday of the month for as long as I can remember. It is the Board's prerogative to select a meeting time so long as we advertise the meeting dates/times per the open door law. You are not locked into a 7pm meeting time. I do not think you have ever been given the option to meet at another time, so I wanted to offer that option to you. Would you be interested in meeting earlier? At 6pm, perhaps?

That would allow you to get home earlier, and when we have presenters, they would be finished earlier in the evening too. This is an option that is open to you, and I just wanted you to know the option exists.

End of December Board Meeting: Board members are scheduled to meet Tuesday, December 29 at the Rensselaer Library to approve year-end bills, transfers, and encumbrances. Who will be available to attend this meeting, and at what time do you wish to meet? We must have at least four Board members attend this meeting that usually lasts no longer than ten minutes. We typically meet in the morning.

Director's Report:

As reported to you in an email an elderly patron drove his big Ford truck into the children's department at the DeMotte Library late in the morning on November 11. He drove right through the brick wall, and his truck came five feet into the library. Fortunately no one was hurt!!! The building only sustained aesthetic damage. Structurally we are sound. Andy Andree and Harry Mohler helped me with building assessment and Andy and his crew helped with clean up and securing the building before dark. We cut power to some outside lights and an outlet and a ceiling fixture and moved hundreds of displaced books and shelving units into the story time room. We roped off the area so that people will stay out of that corner. The truck knocked over two shelving units and bumped a third which managed to stay upright. The DeMotte staff did a phenomenal job handling this emergency situation. They remained calm and worked through the experience as a team. We have collected all estimates on needed repairs and equipment that must be replaced. We have submitted paperwork to be reimbursed for $666 (with processing fees the reimbursement will be $841) in damaged books and are tracking supplies and payroll hours spent cleaning and re-shelving books. We will be reimbursed for those costs too. The displaced children's books are temporarily shelved in the adult reference area on some easily accessible shelves. We have ordered two new shelving units and the lettering for the front of the library. It will take 883 bricks to repair the front wall. Andy Andree and his crew will be doing the repairs to the building, and Quality Floors will be helping us with carpet repair. Our carpet people feel confident that a repair, using overrun from the original install, and a steam cleaning will be all that is needed to restore the carpet; however I have worked with the insurance company on this matter. If we are not completely satisfied with a repair/steam cleaning we still have an option to put new carpet in that area. I can answer any questions you may have at the Board meeting. We received word from the insurance company on November 24 to proceed with placing orders for needed equipment and arranging for needed repairs. Everything is in motion.

The Department of Local Government Finance has approved our 2010 Budget. This is the earliest we have ever had an approved budget. We were excited to see the approval paperwork arrive so early!

As of December 8 the County Commissioners have still not appointed a Board member to replace Joan Floyd.

We received a letter in regards to the Ezra Jack Keats Foundation School and Library Mini-grant Proposal. They regret to inform us that our application was among those they were unable to fund. They wish us well and trust that we will be able to obtain other support for our good work. I agree! The project is a good one, and the grant was well written. Even though we didn't get this award, we could seek funding elsewhere since the legwork is already done.

Diana Kooy and Brenda Thompson will attend PLA in 2010.

Regarding the Wheatfield Landscape, I spoke with Dan Perkins recently. He shared that the library re-design project he submitted for possible use in a Purdue University Landscape Horticulture design course during the spring semester of 2010 made the professor's "short list" and is tentatively selected for use as a student project. He had to send answers to some follow up questions and submit two photos of the library to the professor, so things are in motion.

Gail and I attended the State Library Bookkeeping Workshop and Annual Report Workshop this month.

You may notice that patron registration numbers are lower this month. Jen has done our year-end patron purge. We purge patrons whose cards have been inactive for a year. They have nothing checked out, no blocks and no balances on their card. Our annual patron purge helps us keep our patron database tidy and manageable.

Long Range Plan/Technology Plan Update-Since my last update we have accomplished the following actions as per these plans: new long range plan written/approved; researching status of VINE and exporting out data; participating in Find A Grave as a way to distribute local history information online; staff have attended various continuing education events: reference training, cataloging workshop, TLC User Group meeting; LEAN training, Staff Development Day, database/Inspire searching, Serving Homeschoolers, & CYPD; TLC software has been upgraded; evaluated the need for new TLC modules; considered conversion to OCLC; determined not to purchase Aquabrowser but implement LS2 PAC; participated in various community groups-Step Ahead, Rotary, Chamber of Commerce, Learning Network, Books to Bridge, KV Reading Council; established a creative writing club at DeMotte and organized a creative writing contest; Angela has started graduate school; Melissa is a member of Ladies Literary and does book talks for them; middle school visits occurred as an outreach activity; evaluated wireless splash screen; assistive technology report and marketing committee reports presented; evaluated hardware and software that deals with online attacks; evaluated anti-virus

software; evaluated staff application software; staff machines are now on Internet Explorer 8 with patron machines soon to be on it; evaluated patron pcs and security mechanisms for effectiveness; evaluated portable computer lab; and evaluated extended life batteries.

System Administrator News

Geocache update: 2 new finds for Rensselaer; 3 for DeMotte; and 2 for Wheatfield. Arrgh! Update: 20 Service Requests opened; 22 closed.

Sheila participated in a SysAid webinar. SysAid is our helpdesk software. A new version has been released and this webinar explained the new features.

Sheila attended a NICCL meeting this month which proved very productive. The group decided to continue as a group and voted on a new advisory Board and determined priorities for the group. A website is under construction and the next meeting date/time has already been set.

Technical Services News

Jen spent lots of time updating procedures this month. She is confident that the Technical Services procedure manual will be in good shape when she leaves.

Jen finished cataloging the new Net-Library e-audio books this month; updated selectors' lists of Automatically Yours authors; and did some clean-up of item records in the large print collection.

Jen has been working closely with TLC on an issue of changing macros in cataloging and a potential problem with authority records.

DeMotte Library News

Outside stair case/brick bench project is complete.

Brenda has volunteered to chair the book selection committee for the Books to Bridge literacy initiative in 2010. She really enjoys the professional development this initiative provides.

Friends of the Library are sponsoring a Scholastic Book Fair. Volunteers will help staff the fair and publicity has been sent out to all preschool, elementary, and intermediate students.

Rensselaer Library News

The annual Christmas Tree Walk is being held once again this year. There will be six trees this year. Participants include: Heroes Tree, Jasper County

Hospital, TOPS, Playscape, and Latter Day Saints Youth Group. Patrons can vote for their favorite tree with a non perishable food item placed under the tree. Volunteers will take donated items to the Rensselaer Food Pantry.

Linda reports that Angela and Nancy continue to work well as a team in Youth Services, offering interesting and varied programs. Third Thursday programs that feature a country are particularly successful.

Angela held a page meeting this month to introduce all of the new pages to one another and to review topics discussed at staff meetings.

Wheatfield Library News

Brian Orban did some clean-up things this month in preparation for winter. He got the sprinkler system blown out the first week of the month and pruned some of the bushes that needed it. We should be set for winter.

14 people attended a Beginning Knitting class, and all ages were represented. Some of the kids were very excited about learning. The one boy in the class decided he liked crocheting better. He brought camouflage yarn to make a scarf. Diana assisted the presenter with this class. There will be a follow up class at the beginning of the year.

The second duplex to the west of the library appears to be nearing completion. The first one has full occupancy.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
December 2009

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R8 for your 2009 Director's Financial Report.

We recommend that the Accounting Practices for 2009 be adopted for 2010. Please refer to R 9.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 11.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2010 Salary Ordinance: Please refer to R 7. The 2010 Salary Ordinance reflects a 2% increase in the salary of all employees eligible for a full increase as approved at the December 2009 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2010 Salary Ordinance.**

Policies for Review: This month our Fixed Asset Policy and Circulating Software Policy are up for review. No revisions are recommended to the Fixed Asset Policy. A small revision is recommended to the Circulating Software Policy. Please see R 10. The suggested revision is due to a change we made in the Circulation Policy in November. This change is necessary to stay consistent between policies. **If you approve the Consent Agenda items, you will approve revising the Circulating Software Policy as noted.**

Workshop Request: We wish to send Melissa Widner, JCPL web master, to the 2010 Computers in Libraries Conference. This conference is "the most comprehensive North American conference and exhibition on all aspects of library & information delivery technology". Melissa has attended this conference before and found it very valuable to her in her role as web master. Cost to attend this three-day conference is $244. Monies have been budgeted for this continuing education opportunity. **If you approve the Consent Agenda items, you will approve Melissa attending the Computers in Libraries 2010 Conference.**

General Business:

Board Member Oaths of Office-Natalie Waling & Janet Umlauf: Natalie Waling has been re-appointed to our board by the County Council, and Janet Umlauf has been appointed to our board by the County Commissioners. Both Natalie and Janet will take their oaths of office at our January meeting.

Painting Donated to the DeMotte Library: Delcie Martin has donated a painting to the DeMotte Public Library. Our Board-approved Gift Policy states *any gifts which have a maintenance impact or have a significant visual impact on the library —e.g. landscaping, equipment or large works of art, must be approved by the Library Board.* The DeMotte staff would be happy to have this art in the library. As per Policy I will bring the art to the Board meeting for your approval.

Wheatfield Library Roof: At our December meeting we tabled the matter of the invoice from the Troyer Group. I made copies of all relevant reports and information regarding the roof issue and delivered them to Kent Mahnesmith for his review. Kent will attend our January meeting, and we will continue our discussion.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 13. For the past three years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

LSTA Technology Grant: This year the Indiana State Library is offering LSTA Technology Grants to help Indiana libraries provide their users with the new and improved technology necessary to meet their residents' ever changing needs for library services and access to information. Libraries may use these grants to better meet the technological needs of their community. We plan to apply for this grant which will provide funds for us to implement access to cable television in each of our libraries. This is an objective in our Long Range Plan. When we built the Wheatfield Library, it was built 'cable ready'. All but 10% of this project would

be funded by the grant. My signature is all that is required for the grant application. If we are awarded the grant more paperwork will follow.

Committee Assignments:

According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

In your December board packet I reported that in 2007 we sought bids for building insurance. At that time the library had been in a pattern of seeking building insurance bids every other year. Stace Pickering, our agent, has recommended that the library seek bids every three years, instead of every other year, explaining that establishing a longer history with a company can lead to a better quote. He advised that we bid out the building insurance every three years which means we would seek bids again in 2010. Our list of Board and Administration Monthly Tasks has been revised to reflect this timeline, and we will seek quotes this year. Our current policy expires in mid April.

You did hear from Harry at the December Board meeting in regards to the DeMotte Library roof, and after that meeting Maris and Son continued with their work to finish up the project. One area of focus was caulking the rubber roof, which was completed. I have not yet seen a final punch list and will provide an update on this project at our January meeting.

Andy Andree and his crew are nearly finished with their work on the DeMotte Library. The interior wall is complete. The exterior wall awaits letters, which are on order. This week or next the carpet will be repaired and cleaned. New shelving will be installed soon. This too is on order. Patrons have been mostly complimentary of the new brickwork on the outside of the building. We did have one patron comment that the brick size was noticeably smaller. I spoke with Andy about this. He came out and measured the bricks and said that they are 1/16 of an inch smaller than the existing bricks, which is as close as we can come. Bricks come in 2-3 sizes and there are dye differences. The wallpaper on the inside of the building is not an exact match either. DeMotte Carpet matched it as best they could with what is currently available. Staff is content with what was selected. We have been receiving reimbursement checks from our insurance company regularly. They have been very helpful and have sent payments in a timely manner.

I have received several resumes in response to my job posting for the Technical Services Librarian position. Jen's last day with JCPL was January 2.

As a member of the Jasper County Convening Planning Committee for the Dare to Dream Initiative I was invited to attend a free leadership development session at Saint Joseph's College on December 9. Jody Melton attended this session too. The topic was "transformational leadership" and was led by former American Express executive Dr. Alvenia Albright. I really enjoyed this day! I felt re-energized and rejuvenated at the end of the session. It was a terrific local opportunity for leadership development.

System Administrator News

Sheila purchased new pcs and laptops that were scheduled for purchase at a significant discount through the state of Indiana's cooperative purchase program, One Indiana. She will be busy at the start of 2010 preparing those computers for implementation in our system.

Arrgh! Update: 25 service requests opened and 22 service requests closed.

Technical Services News

For Jen this month was all about finishing things up. She worked hard to get her procedure manual as up-to-date as possible.

Jen reports being very proud of her staff as they had their best year ever. They cataloged and processed 13,381 items this year, up 272 items from their record breaking year of 2008.

DeMotte Library News

Brenda has been chosen as the 2010 Chairperson for the Books to Bridge selection committee. Participating in Books to Bridge is a great learning experience and a great networking opportunity.

Genealogy questions have reached past our borders to Sweden. Marlene received an email inquiry from a gentleman in Sweden and was able to locate the information needed, scan it, and email it back to him. We are now answering international questions!

Rensselaer Library News

A Christmas Swarovski Snowflake Ornament class was held and was well received. The children's department had many wonderful Christmas programs for the children and teens. One mother who attended the Visit With Santa

program said Santa was wonderful and that her children thoroughly enjoyed themselves.

The library participated in the Indiana Heroes Tree Program again this year; many staff and patrons added photos of their loved ones to honor their service to our country.

Wheatfield Library News

We became IDEM compliant with the installation of a testing faucet for water testing required by the state. Jim Little, our maintenance man, and a plumber did the work, discovering that there was a 3 inch pipe coming into the building which apparently was quite large for a building of our size and function. This necessitated extra work and supplies.

Bruce Shepherd harvested lots of seeds from the plants he and Lana Zimmer put out on the south island. These plants are from Jasper County seeds, and the harvested seeds will be used in other county projects so the cycle continues.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
January 2010

Consent Agenda

You will be approving the minutes of the January board meetings, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2010 Salary Ordinance.**

Policies for Review: Two polices are up for review in February, the Holiday Policy and the Library Behavior Policy. The Policy Committee recommends no changes to the Holiday Policy and a minor change to the Library Behavior Policy. Please see R 10. We wish to change the age that children may be left unattended in the library from seven to ten for safety reasons and to better manage behavior issues. **If you approve the Consent Agenda items, you will approve no revisions to the Holiday Policy and a slight revision to the Library Behavior Policy as noted on R 10.**

2010 Staff Development Day: For the past several years the Library Board has approved our closing the libraries for staff training sessions, which we call staff development days. In 2008 and 2009 we offered a full day of training and staff really appreciated this all day training as we were able to cover more training topics. Staff networking is also an important component of this day, as we are all together in one place. This positively impacts relationship building. We would like to offer another full day session in 2010. We have selected Friday, September 10 as the date for our 2010 training day. We would meet at the Rensselaer Library from 8:00 to 4:30 for staff training and all libraries would be closed for the day. We will be discussing training topics and possible presenters at our February Management Meeting. At this time we simply wish to settle on a firm date so that all staff may plan around it. Content will be fleshed out after closure is approved. **If you approve the consent agenda, you will approve the library closing for a full-day staff training session on Friday, September 10, 2010.**

General Business

Wheatfield Library Roof: Kent Mahnesmith will provide a report on Luther Mock's review of our roof situation.

Annual Report of Rensselaer Librarian and Youth Specialist: Linda Poortenga and Angela Barton will present their annual report at the February Board meeting.

Board Committees List: This list has been created and will be distributed at our February meeting.

Director's Report

A State Board of Accounts auditor arrived on January 26 to do a regular audit of our books. We never know when they will arrive; they simply show up, and January is a very hectic month to play host to an auditor, but he did a great job and gave us a great report. Everything is in order as it should be. Board Treasurer Mari Anne Sayler sat in for our exit interview. We are happy to have that behind us and to have received a glowing report. He audited 2008 and 2009 records.

We received a Special CAGIT Distribution in the amount of $225,904.47 the first week of February. We have placed this money in our Rainy Day fund as directed. In addition, for two months in a row, we have received a LOIT disbursement in the amount of $11,453.67. This is very welcomed revenue!

Sue Deardorff, Janet Umlauf, Gail, and I will be attending the NILBA (Northwest Indiana Public Library Boards Association) meeting on Wednesday, February 10, 2010. Dinner is at 6pm, and the main program will begin at 7pm. Program topic will be "Tax Cap Impacts on Indiana Libraries". The speaker will be Todd Samuelson of J. J. Umbaugh & Associates.

Dan Perkins and I will be meeting with a senior Purdue University student on Saturday, February 13 to discuss landscaping matters at the Wheatfield Library. As a part of her coursework in the Landscape Horticulture and Design Program, she will be developing a landscape plan for us. We are meeting with her to express the needs of the library as expressed by the Board in November.

In January I filled out and submitted our Indiana Public Library Annual Report 2009 to the State Library. You will receive a copy of this report at the February meeting. This is a very lengthy report that takes days to complete. It does provide a good overview of our financial situation last year as well as products and services we provided for our patrons. In addition Gail completed her complicated and time-consuming LAR report, a financial report that must be submitted to the State Board of Accounts by the end of February. A new law that went into effect July 2, 2009 requires that *not later than 60 days after the expiration of each calendar year, a political subdivision (with a budget of at least $300,000) shall publish an annual report of the receipts and expenditures of the political subdivision during the preceding calendar year.* We are to publish it one time in two newspapers. Ours is scheduled for publication on February 11, 2010.

We expect that these advertisements will be expensive because there is so much information.

We have received word that new standards for Indiana Public Libraries will go into effect January 2011. You will be hearing more about this in upcoming months. I have scanned the new standards and feel that we are in very good shape in regards to meeting these standards that are not yet in effect. More evaluation is needed and will be a focus at upcoming Librarians' Council meetings. If we see any gaps, I will let you know that, and we will work to correct those things before the standards are officially in effect. I do not expect to find many gaps to fill. We are already well ahead of the curve in terms of services that we provide and the way we manage our libraries.

We received word that author and Civil War scholar Jonathan A. Noyalas has published yet another book Home Front to Front Line: The Civil War Era in the Shenandoah Valley. He included some materials from our Milroy collection in this work, with our permission of course, and donated a copy of the completed work to our collection. We received a letter from Jonathan in January.

I met with the ASK committee this month. We reviewed all Procedure Manuals to ensure that all were up-to-date. Procedure manuals are housed in each department and contain a procedure for nearly every process or task we undertake. These manuals are invaluable to all staff and verifying their currency is extremely important.

We will be participating in BOOKS TO BRIDGE THE REGION, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski and Starke. This initiative, which will occur in the fall of 2010, encourages area residents to read books on a common theme and foster conversation between people and between generations. This is a terrific means to promote literacy in our community and partner with other libraries and agencies in our region. Book selection is currently underway.

After the February Board meeting, I will begin to work with Stace Pickering, an agent for Consolidated Insurance, to seek quotes for building insurance.

System Administrator News

Sheila took some Windows 7 Online Courses through WebJunction this month: Windows 7: First Look for End Users; Windows 7: First Look for IT Professionals; and Windows 7: Configuring Network Connectivity.

In addition to investigating/troubleshooting a variety of hardware/software matters this month Sheila configured our new laptops for the mobile lab and located some good Windows 7 tutorials for staff. She compiled numerous technology related statistics for me that were needed for our Annual Report to the State

Library, filed our 470 application for e-rate, and filled out e-rate paperwork for the State Library. She also created Aargh Self Service documents for: TLC printing issues, Nintendo DSi wireless access, and not being able to open PDF on the pink TLC desktop.

Arrgh! Update: 17 Service Requests opened; 17 Service Requests closed.

Technical Services News

I have completed the first round of interviews for the Technical Services Librarian position and am in the midst of second interviews. Twelve individuals have applied for this position, and we have had applicants from both in and out of state. Technical Services staff is participating in the second interviews.

We are also seeking a clerk for the Technical Services Department. One of our clerks resigned in December, and her last day was in mid-January. Interviews for this position, which also serves the public service department, will take place on February 4, with Linda Poortenga and I partnering on selection since this person serves both departments.

The Technical Services staff is doing an excellent job with their work in the absence of a supervisor. They are all skilled and knowledgeable staff members and are doing a great job as we focus on essential functions at this time. I facilitated a January staff meeting for them and created the February department schedule for them.

DeMotte Library News

January 2010 is the start of what will be a very busy year. Brenda is very happy to see her staff looking forward to the new year and new programming ideas. They are trying a new art class for adults, book discussions for kids, a possible Lego club and much more. She reports that it is nice to see all the creativity.

Brenda is working on the Books to Bridge selection for 2010. She is enjoying the work and has been learning a great deal about selecting materials and literacy concerns of people of various ages: young children, teens, and adults as well as seniors. In addition to Books to Bridge work she is also working on organizing the branch a bit more and getting rid of clutter. Each year a bit more of the files are weeded and organized.

At the writing of this report our roof is void of ice and snow, so I have contacted Harry about the punch list, wondering when the roofers will be back to wrap things up. I will provide an update for the Board at our February meeting. In addition carpet repair is underway as I write, with shelving scheduled for a mid-February delivery. We are moving ever closer to having the library put back together after our drive-through experience.

Rensselaer Library News

We have had a fair amount of ice and snow to deal with this month. Our snow removal person, Tony Lloyd, continues to do a stellar job with managing our snow/ice. We had to replace two backflow preventers this month. In addition our boiler's reset relay switch was replaced. Front entry doors, both interior and exterior, are currently under repair as the hinges and locking assemblies are aging and not functioning well.

Staff member Melissa Widner is offering an Email Monday computer class on the first Monday of each month.

Due to winter weather there have been fewer visits from St. Augustine classes this month which has likely impacted circulation stats for the month. An evening story time was also cancelled due to inclement weather. However, both Toddler Time and Library Kids saw an increase in numbers the last few weeks of January.

Wheatfield Library News

A Cooperative School student is working/volunteering one day per week this semester doing light dusting in the library. He comes to us through a school program, and the goal is to provide 'real world' work experience in the community as a part of their school day.

Census personnel have been using our meeting rooms for training and testing and have scheduled some office hours this spring to help local residents with questions about how to fill out their census forms.

Story time themes in January were pirates and Strawberry Shortcake; the after school program sported a snow theme; the Friends of the Library will fund the purchase of paperback books to be used for a grades 2-4 book discussions this year; January book talk featured Jigsaw Jones and The Case of the Secret Valentine, with five children in attendance.

Please contact me if you are unable to attend the February Board meeting or if you have any questions about material in your packet.-Patty

Director's Report
February 2010

Consent Agenda

You will be approving the minutes of the February board meeting, bills, and financial reports.

Salary Ordinance Update: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2010 Salary Ordinance.**

Policies for Review: In March three policies are up for review by the Board: Public Purchase Policy, Library Board Code of Ethics, and the Staff Complaint Policy. We are still reviewing the Staff Complaint Policy in-house. Recommendations for revision are likely, as we consider some information provided by our employment law attorney, but the revisions are not yet complete. No revisions are recommended for the Library Board Code of Ethics. A slight revision is recommended for the Public Purchase Policy. Regarding the Public Purchase Policy, please see R 10. We have added Janitor/Maintenance to the list of authorized persons who may make limited purchases for the library. It has always been our practice to allow our janitor and maintenance staff to purchase such things as hardware and cleaning supplies on behalf of the library when needed. This is not a new practice, but this time, as we reviewed the policy, we noticed we didn't have them listed as authorized purchasers, so we wish to make this revision to reflect what we do. **If you approve the Consent Agenda items, you will approve revising the Public Purchase Policy as presented.**

General Business

Capital Projects Fund: You have copies of this proposal in your March board packet. Please see R 11-R 17. I will outline points of the plan at our March meeting. As in the past you will need to approve our advertising the CPF Plan and holding a public hearing at our April meeting.

Wheatfield Library Roof: Kent is unable to attend our March meeting as he will be out of town; however, he has reported to me that he has spoken with Luther Mock regarding the Wheatfield roof and that Mr. Mock needs to review the specs for the project as well as the as built drawings. I have given these items to Kent (we have two sets in-house) who will make copies of both to be sent to Mr. Mock. Kent also said that depending upon what all Mr. Mock gets involved in (i.e. doing a report or coming to view the building) his fee will range between $3,000 to $5,000.

Director's Report:

Long Range Plan/Technology Plan Update: Since my last report we have accomplished the following: evaluated staff committees and realigned; initiated Staff Development Day plans; identified staff training needs; facilitated a marketing booth at St. Joe Expo; discussed the website with webmaster and considered social media; developed plans to market the library by utilizing existing community marquees; created program lists; applied for grant funding for cable/satellite service; investigated LEAN principles; provided book talks for Ladies Literacy as an outreach offering; visited various pre-schools; revised RPL volunteer procedures; presented Rensselaer annual report to the Board; attended various community meetings (Rotary, Chamber, Learning Network, Step Ahead, KV Reading Council, Books to Bridge); and implemented traffic prioritization at DeMotte. In addition staff are writing procedures for the various work tasks they do; building maintenance checklists are complete; page meeting has been held; we updated necessary plug-ins; we evaluated adequacy of data line speed; we evaluated filtering software; we evaluated email, spam, phishing filter; we evaluated anti-virus software; we evaluated Cornerstone software, we evaluated/updated portable computer lab; we evaluated extended life batteries for the lab; our Tech Plan progress report has been placed on the intranet; we are monitoring DeMotte Library wireless service; and several staff have earned LEUs.

On February 13 Diana and I met with Allison Klicek, the Purdue student who will develop a landscaping plan for the Wheatfield Library. I was impressed with Allison's knowledge and enthusiasm. She is from northern Jasper County, and uses our libraries, so she is excited to have a hand in our re-design. At our meeting we went over the original landscape plan and discussed problems we have experienced since installation. She knows that we wish to use native plants in the design. I am eager to see what she will recommend in the final design. Allison has also been in email conversation with Dan Perkins.

On February 24 we participated in the St. Joseph's College Employment/Internship Expo. Our objective was to be present to meet students and remind them we are here and what we can offer them. I spoke with several business students who might be good candidates for a marketing or perhaps fundraising internship down the road. It was a wonderful day, and I was pleased with how interested they were in talking with us and hearing about what we have to offer. Many of them use us regularly and speak very highly of what we provide for them. This is especially true for the education majors. It was an energizing day and a pleasure to participate.

On March 2 blue skies and mild weather found roofers on the DeMotte Library to begin work on the final punch list. We are all very eager for this project to be completely finished.

We are beginning to paint door jambs in public areas of the Rensselaer Library. The paint we have selected is burgundy and matches the base board that was installed with the carpet installation. We have done this in our workroom areas and will now move to the meeting rooms. It looks very nice.

Gail and I updated our Capital Projects Fund Plan 2011-2013 and prepared to push it through the annual process.

Systems Administrator News

Malware infected 4 pcs this month; the infections took quite a lot of time to troubleshoot.

Sheila reports that her NICCL group has reorganized recently. Their advisory board has decided to meet every other month this year and is developing a survey to garner member input. The NICCL budget is also under review. Sheila is excited at the changes this group is currently experiencing. This is such a valuable networking resource for her.

Sheila has met with our webmaster Melissa and I to discuss website hosting and CONTENTdm hosting as we strive to select the best option for us, with an eye to finances and functionality. Good choices have been made on each front, and you will be hearing more about this in upcoming months as you receive annual reports from Sheila and Melissa.

Technical Services News

Our new Technical Services Librarian, Becky Amalong, will begin her new position on March 16. We look forward to her arrival!

Our newest Technical Services clerk began her new position the last week in February and is off to a great start. Peggy and Mary have collectively worked to provide training and orientation for Cindy. I am acting as her supervisor in the absence of our Technical Services Librarian.

All technical services staff have done a great job in their department these last two months working together to ensure essential work is managed. Peggy and Mary participated in the second interviews with our TS candidates.

DeMotte Library News

Brenda reports that February had 28 days of jam packed activities. The children's story time room was decorated in a Hawaiian motif arranged around the tree. The kids were able to eat snacks on beach towels and enjoy music and stories. A paper pineapple now sits on a staff table putting the DeMotte staff in the mood for spring.

In our continued efforts to network Evie attended the KV Reading Council meeting and received three free books! Brenda attended a selection committee meeting for Books to Bridge. The committee selected Bowling Across America: 50 States in Rented Shoes by Mike Walsh as their title for adult readers.

Brenda has been working on weeding outdated medical reference materials and updating some legal reference sources. This is an ongoing project. She reports that finding affordable reference material is a challenge.

Rensselaer Library News

Melissa attended Ladies Literacy this month and book-talked to the ladies there regarding items in our collection. AARP Tax Assistance continues to be full; we have a waiting list. The children's area has created a new wall display, in honor of Dr Seuss' Birthday.

Genealogy Specialist Emily attended the Jasper County Historical Society meeting which was about Robert H. Milroy and the 100th year celebration planned for this July to commemorate the placement of his statue in Milroy Park. We are planning an event for this summer to correspond with the 100th year Milroy celebration.

Melissa Gruszeczki a YA Library Associate from Oklahoma featured some Rensselaer displays and programs on her blog The Imaginary Librarian. Angela found Melissa's blog using PUBYAC and submitted some of the photos. http://theimaginarylibrarian.blogspot.com/

Wheatfield Library News

The book discussion book this month was The Lace Reader by Brunonia Barry. It was a very good, intense book that Diana was able to find lots of information on: author interviews, questions, and a good short video clip. She spent extra time preparing this one, so was very disappointed when the weather turned bad and the program had to be cancelled. It was difficult to get enough books for participants, and four of them had to be returned early because of the new state

restrictions, so she cannot offer it at another time to take advantage of her work work.

The newly updated computer lab was launched in February. April Uncapher presented a Facebook program using the lab. The three women taking that class wanted to sign up for the eBay class that April and her husband are doing in May. Diana reports that the Facebook class went well for them! Both of these classes were the first for the new mobile lab. Carolynn presented a Digital Scrapbooking program to show how to download pictures from a retail store's site and other sites and how to order scrapbooks using the personal pictures.

This month's art wall featured the work of Bill Barrett who took a trip to Venice and Tuscany and did water color pictures. There were lots of them (we used all of our hanging sticks and holders!) and they were colorful. He made the country look so inviting. He teaches at Christian Haven and has done calligraphy classes for the library.

Please contact me if you are unable to attend the March board meeting or if you have any questions about material in your packet.-Patty

Director's Report
March 2010

Consent Agenda

You will be approving the minutes of the March board meeting, bills, and financial reports.

2010 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2010 Salary Ordinance.**

Policy Review: Our Personnel Policy is up for review at our April Board Meeting, and we are recommending a ***very few*** revisions. Recommended revisions are due to Personnel Policy rules, changes in state law, changes in JCPL Policy titles, changes in vendor names, and/or to clarify a point. The Policy Committee has reviewed these recommended revisions. **If you approve the Consent Agenda items, you will approve revising the Personnel Policy as presented on R 10.**

Advance Tax Draw: It is expected that tax revenues might be on time this year or at least close to 'on time'! To ensure that we receive tax money just as soon as it is available for distribution we should request an advance tax draw. You need to pass a resolution to approve requesting an advance tax draw. **If you approve the Consent Agenda you will approve our requesting an Advance Tax Draw.**

Workshop Request: The Northwest Indiana Society of Human Resources Management is having their annual conference on April 14, 2010 in Merrillville, and we would like to send our Human Resources Specialist, Sue Tobias, to this event as a continuing education opportunity relevant to her job responsibilities. Topics to be covered include: HR Essentials; Ageism in the Selection Process; and Employer's Responses to Twitter, Social Networking, and Blogging in the Workplace. Cost to attend this all day workshop is $95. **If you approve the Consent Agenda items, you will approve Sue attending this conference.**

General Business:

Capital Projects Fund: You have copies of this proposal in your March board packet. At the April meeting you will hold your public hearing. I will bring extra copies of the proposal in case we have anyone at the hearing. At the April meeting you will pass a resolution to adopt the proposed plan, and we will send a copy to the County Council. I have requested that we be placed on the agenda for the April 20 County Council Meeting. Meeting begins at 7pm. I would like as many board members as possible to attend with me to present our plan.

Building Insurance: This was the year to seek quotes for our building insurance. Agent Stace Pickering has solicited bids on our behalf. He will make a presentation to the Board at our April meeting.

Wheatfield Library Roof: We will discuss the status of Luther Mock's review of the roof situation. We did receive a statement from Troyer that reflects our balance due. Kent Mahnesmith will attend our April meeting.

Annual Report of Technical Services Librarian & Systems Administrator: Sheila Maxwell and Becky Amalong will present their reports at the April board meeting.

Director Review: You will be doing my evaluation at the May board meeting in an executive session. In your board folders (the folders you receive on the night of the board meeting) you will find a copy of my self-evaluation and a blank evaluation form for you to fill out. I have provided a stamped envelope for you to use to mail this evaluation form to Jody Melton, chair of the director's evaluation committee. Jody will need to provide you with a deadline so that the committee can meet to prepare a written evaluation for me before the May meeting. At the May meeting the evaluation will be discussed by the whole board and then presented to me in the executive session. Mari Anne Sayler and Natalie Waling also serve on this committee.

Director's Report

We need to settle on a date for Trustee Training. Some potential dates include Saturday, June 5, Monday, June 7, or Friday, June 11. Training would last 2 to 2 ½ hours. Topics will include: Everything You Wanted to Know About a Public Library Budget; and Committees, Meetings, and Open Door Laws. We are shooting for a morning session. I would like to know if you prefer a certain date, so you might check your calendars in advance of our April meeting.

Reminder: Thursday, May 20, 2010; 1pm to 3:30pm; On Local Government Program, featuring Dr. Larry DeBoer of Purdue University. Please let me know if you plan to attend so that I may RSVP on your behalf.

Dan Perkins, Diana Kooy, and I will be meeting with Allison Klicek on Friday, April 9 to hear about her progress on our Wheatfield Landscaping project and what she proposes.

It is time to do another User/Non User Survey, and we have been hard at work creating this survey which we will launch electronically in mid April. We will use Survey Monkey to distribute our survey this year. This will make the work of collating data so much easier. You will be hearing more about this in upcoming weeks.

Our new Technical Services Librarian, Becky Amalong, started on March 16. You will meet her at the April Board meeting.

Our staff flower fund has been around for a long time. This fund is a staff fund. It is not a library fund. It was time to evaluate this staff fund and determine if staff wished to continue with it and if so with what parameters. After much discussion staff determined that our Human Resources Specialist will send a sympathy card from the Board and staff upon the death of an employee, their spouse, their child, their parent, their brother/sister, their stepchild, their stepparent, their grandchild,

their grandparent or their parent-in-law. Due to confidentiality matters we will no longer acknowledge illness/hospitalization. Flowers will no longer be sent due to cost.

In a recent mailing from the Dare to Dream: One Region/One Vision committee I found a wonderful sound bite from Jasper County Commissioner Kendall Culp. He said, "Jasper County benefits from key institutions, such as the Jasper County Library system and the Jasper County Hospital...." I appreciated his remark and thought you would enjoy reading it.

In honor of Teen Tech Week, we held a system wide gaming tournament. Preliminary tournaments were held at each library and the finals were held at the DeMotte Library. Over 20 people of all ages were in attendance at the finals to cheer on the participants.

Librarians Diana Kooy and Brenda Thompson had a terrific time at the PLA Conference in Portland, Oregon. They will share highlights and ideas gleaned at our April Management Meeting.

We did receive word that we were not awarded an LSTA Grant for cable television service in our libraries. Forty-three libraries submitted applications for various projects. A list of winning projects was posted on the State Library website and most of the winning projects had to do with wireless service, mobile computer labs, or computer reservation systems—programs and services that we have offered for quite a while in our system. I believe that since many libraries have lost a bundle in tax revenue due to the circuit breaker tax credit, competition for these grant monies has become tremendous.

I have recently begun to receive statistics from our Facebook profile and thought I would share some details with all of you. At the writing of this report we have 152 total fans and had 545 visits to our page during the week of March 29.

System Administrator News

Sheila hosted the Automation Counterparts meeting this quarter at the DeMotte library with 11 people in attendance. They discussed the Indiana Memory Project, ARRA funding for the ISL, the JCPL mobile lab, Groovix, Google Apps, website hosting, SPAM filtering, chat for staff, file sharing filtering, Internet bandwidth, and scanners for the public.

Sheila uninstalled Cornerstone and installed SmartShield security software on all patron PCs. She set up a scheduling process to auto turn on/shutdown PCs and run Windows Update. She also started new PC setup.

Arrgh! Update: 26 Service Requests opened, 29 SRs closed; 16 currently open.

Technical Services News

The Technical Services department is now fully staffed with the addition of Becky Amalong, TS Librarian, and Cindy Smith, TS clerk.

Becky's first day was March 16. I provided orientation for her on basic job responsibilities and duties, information tools, library plans, certification, scheduling, and training sources; Sue met with her to review Human Resources aspects of the position; Gail met with her in regards to purchase order tracking and various reports relevant to her position; while Sheila met with her to discuss her role in regards to technology and TLC.

Becky reports, "Mary and Peggy have been graciously training the new staff in all things Tech Services. They have trained <me> in the general workflow and day to day operations of the department and the library; specifically Peggy- ordering and receipt of boxes and Mary- specific cataloging and processing practices of all three branches and reports."

DeMotte Library News

Brenda reports, "March has marched in and out so fast! We have had many activities and busy times at the branch. We have shifted the new fiction books and Spanish collection to the existing reference area.This was to make room for our expanding collection. We have been doing minimal weeding just due to the increase in circulation and busy schedules."

Some additional March services included: poison hotline information sheets and magnets were made available for patrons at the front desk during Poison Prevention Week; the DeMotte Post Office held another Passport Application Day, and a Census employee was stationed in the study Room to help persons fill out their census forms.

Staff has gotten very creative with the way they are decorating the high ceiling area just in front of the circulation desk. March featured umbrellas and cats and dogs, with the theme 'It is Raining Cats and Dogs'. Staff is very creative as they make use of this unique space to decorate the library. It is eye catching, and patrons' eyes are drawn to the skylight.

Rensselaer Library News

The entire layer of bottom bricks around the flagpole seating area are crumbling quickly, and we have asked Andy Andree to come out and offer an opinion. We did some work on these benches a few years back, by an experienced mason, so we are disappointed that the work did not hold up. In addition we will ask Andy to look at our sidewalk that runs in front of the library. There is a concrete pad that is a part of our sidewalk that is raised up, probably due to thawing and freezing, and is a trip hazard. We are in hopes that this can be easily corrected.

Noteworthy programs include the ever popular Tax Assistance, Basic Computer, Basic Internet, and Create-an-Email account, all via the mobile computer lab, the Tuesday night movie; Blood Pressure Screening; Euchre; Pinochle; Adult Book Discussion; and a card making class.

Children's Department Head, Angela, and her assistant, Nancy, attened Project WET, a workshop that provided information on incorporating water education into library programs. Each participant received a Project WET manual and CD with water activities. This is timely since our Summer Reading themes are 'Make a Splash, Read!, for children, and 'Water Your Mind, Read!', for adults. DeMotte and Wheatfield Children's Department Heads, Evie and Rachael, also attended this event.

Wheatfield Library News

March story times were well attended, averaging 20-25 each time! As a marketing activity, Rachael and Carolynn participated in kindergarten enrollment day at Wheatfield Elementary. Rachael reports, "we reached 71 adults signing up their children for kindergarten (we gave them a brochure listing some books about going to school, and other educational items we have (DVD's and software) and a handout about various programs for adults and kids that we offer year round). We also reached about 60 kids as we handed out the coloring page for National Library Week."

Diana reports, "A man left the original drawings of the electrical system of the old library building with me. He used to work at the company and they recently closed, so he and his wife are going around the state to give the plans back. I signed that I had received them. I understand that they have been having interesting road trips with this."

Diana really enjoyed PLA. She enjoyed the Audio Publishers Association dinner that featured authors Chelsea Cain, Sue Grafton, Judy Kaye, and Marcia Muller. She and Brenda sat at a table with librarians from Long Island, New York. Diana attended a session on 'adult story time' and is considering this program offering for her library. The presenter, who was from Seattle, commented that a better name for the program might be Story Time for Grown-Ups. He holds a lunch time story reading twice a month with a thriller theme. Basically he reads a short story to those in attendance. Diana reminds us to stay tuned to hear more about this in the future as she considers the details.

Please contact me if you are unable to attend the April board meeting or if you have any questions about material in your packet.-Patty

Director's Report
April 2010

Consent Agenda

You will be approving the minutes of the April board meeting, bills, and financial reports.

2010 Salary Ordinance: There are updates to the salary ordinance this month. Please see R 7. **If you approve the Consent Agenda, you will approve the salary ordinance updates as presented.**

There are no policies to review this month.

Workshop Request: I am seeking permission for Sheila Maxwell, Rebecca Amalong, and I to attend IOLUG's Spring Program: You CAN Take It With You: Libraries Moving into Mobile. Cost to attend is $55 per person. Mobile access is a hot topic in library circles at the moment as evidenced by journal articles and the recent district meetings. This workshop will focus on mobile computing in libraries and current and mobile features offered in some existing automated systems. **If you approve the Consent Agenda, you will approve Sheila, Rebecca, and I attending this workshop.**

General Business

Wheatfield Library Landscaping: Allison Klicek, a student in Purdue University's Landscape Horticulture and Design class will present her plan for the Wheatfield Library Landscaping.

Wheatfield Library Roof: Kent Mahnesmith has been in email communication with Luther Mock. In an email dated May 2, Luther said: *I apologize for taking so long to get back to you. I have been trying to clear the deck of some other work deadlines so that I can give this project proper attention. My plan is to take a detailed look at the drawings Monday or Tuesday of this week and will most likely give you a call about scheduling a site visit later in the week. I'll be in touch - thanks for your patience.*

Director Salary 2011: As per Board and Administration Monthly Tasks, Director salary for 2011 is determined in open session.

Oath of Office-Mari Anne Sayler: Mari Anne Sayler has been reappointed to our Board by the Rensselaer Central School Board. She will take her oath of office.

Rensselaer Brick Seating: When we did our routine maintenance check at the Rensselaer Library this spring we noticed that our brick seats around our flag pole are beginning to loosen again around the bottom. In addition we have two areas on the sidewalk directly in front of the library that have risen up and created a trip hazard. We

also have a small area on the northwest area of the building that needs to be tuck-pointed. I sought a quote from Andy Andree for this work, and he can do all work for $4985. You will find a copy of his quote in your board packet. Because we have repaired the brick seating area once before, I wanted to seek Board approval for this latest repair. I will go back in the archives and research when we made our last repair, the cost, and the details so that I may share that with you at the May meeting.

Budget Workshop: The Indiana State Library, Department of Local and Government Finance, and the State Board of Accounts will hold a 2010 Budget Workshop on June 9 at the Indiana State Library. At this time Gail and I are registered to attend, and I would like to invite any interested Board members to join us. The Budget Workshop is for public library directors, business managers, bookkeepers, treasurers, and library trustees and includes presentations on federal and state legislative actions and financial/budgetary changes that will be helpful in the budgetary planning process. Representatives of the State Board of Accounts, Department of Local Government Finance, and the Indiana State Library will review the changes and share new information. If any of you are interested in attending, please let me know.

Director's Report

We are grateful, very grateful, for the safe and complete return of the stolen General Milroy items.

Our Human Resources Specialist, Sue Tobias, will begin seeking an Associates of Applied Science in Business Administration with a Human Resources Concentration in June 2010. Because this course of study, which is offered through Ivy Tech, is directly related to Sue's job responsibilities and we will begin to seek immediate benefit from her learning, we will allow her to take her coursework on library time. She will be paying all associated costs. She plans to take 2 classes per term to finish in December 2011. Sue Tobias has also become a member of the Society for Human Resource Management of Northwest Indiana. She has chosen to do this on her own and has funded her own membership. However, if she attends workshops offered by this group, she can attend at the member rate.

For National Library Week I made a presentation to the Rotary Club about library happenings, and we celebrated with a coloring contest for children and daily prize drawings for randomly selected patrons.

I made a presentation to the Jasper County Council regarding our Capital Projects Fund. I appreciate that Jody, Mari Anne, and Deana attended this meeting with me. Our CPF plan received County Council approval.

Reminder—On Local Government Program featuring Dr. Larry DeBoer from Purdue University will be May 20, 2010 at the Jasper County Extension Office. At this time Tim, Deana, and I plan to attend. The program begins at 1pm. If any others wish to attend, just let me know.

We received word that we received a disbursement from the Jasper Foundation Ralph W. Fendig Fund in the amount of $815. The Management Team will be discussing ways to use this gift at our May meeting.

We continue to promote our User and Non User Surveys. Currently we have collected over 350 User surveys, and we still have ten more days to collect them. Our survey is electronic this year and can be found on our library website. Paper surveys are also available for those who prefer a non-electronic survey method.

We have acquired a new staff copier for the Rensselaer Library. Previously we had two copiers, one for color copies and one for black and white copies. A year ago we began to experience problems with the color copier that were very aggravating for staff, however, we nursed it along throughout 2009 while we made plans to acquire a copier in 2010 that would serve all departments-admin, technical services, and public services-well and have the capability to make both color and black and white copies. This copier has also been networked and has scanning capabilities so staff is happy, happy, happy as numerous work tasks are now much easier! We sold our 8-year old black and white copier to the Friends of the Tippecanoe County Public Library.

System Administrator News

Sheila attended a NICCL meeting this month. Topics included: Survey Monkey, IT contract, NICCL wiki, training, and a webinar on TechAtlas.

Astaro Mail Security was installed on 4/27. This takes the place of our old Microsoft ForeFront server. So far, so good! Sheila reports receiving lots less spam. Happily I am having the same experience!

Geocache Update: 1 new find for Rensselaer and DeMotte, each, and 3 finds for Wheatfield. Arrgh! Update: 19 Service Requests opened and 24 closed.

Technical Services News

Becky reports that her department has been working well with its full complement of staff. Two employees were out for a span of days in April, one of them visiting a new granddaughter in California!

Becky attended her first Board meeting, first Management Meeting, and first Librarians' Council meeting this month and accompanied staff on an AV shopping trip which helped her to understand this process for AV selection and purchase.

Becky speaks very highly of her staff, their abilities and knowledge. They have been a tremendous help to her as she gets up to speed and becomes more familiar with the quirks of JCPL cataloging.

DeMotte Library News

DeMotte Staff are hard at work teaching seniors, adults, and others computers classes. Brenda has been teaching the computer classes: basic computer, basic Internet, and Buyer Beware. The classes are well received and she had a person from Portage attend and say she felt it was worth the drive.

Brenda and her staff are reviewing the Long Range Plan and discussing areas of responsibility. This helps her staff feel vested in the process.

We had to have an exterminator out to spray for ants and spiders, and some routine plumbing maintenance has been accomplished.

Rensselaer Library News

Linda reports, "The last five months we have had a lot of Census training and testing sessions going on using both our meeting rooms and study room. We have had numerous complaints from patrons regarding parking issues. I believe this could also be contributing to our lower circ, as patrons cannot find parking so they leave without coming in. Hopefully this is the last month the Census groups will meet here."

Linda continues, "We…held a well attended paper Memory Box class, and Dr Lucas gave an informative program on Backyard Birding Basics. The Prairie Writers Guild met and read some of their stories from their newest edition.We are diligently asking patrons to respond to our surveys. Donna represented the library at the Brookside Park Earth Day festivities." Angela planned a family story time/ read with dogs program that had over 20 people in attendance.

Due to a grant written by Angela Barton, the Rensselaer Library received a 'We the People Bookshelf Grant' which resulted in 17 hardcover books and a DVD set. In addition the system received an REMC grant of $1300 to purchase tote bags for summer reading prizes.

Wheatfield Library News

Diana enjoyed meeting with Allison, Dan, Bruce, and I recently to go over potential plans for the plantings around the building. Wheatfield's viburnum bushes are blooming and fragrant. When patrons come in the front entrance, they comment about it. There are also early dark purple irises blooming in front which are from bulbs provided by Joan Floyd. They are gorgeous! A community service worker cut down the grasses from last summer that stay up over the winter, and the new growth will be coming up now.

As reported by Diana: this month's movie was "The Blind Side", and attendance was excellent. A Christian Haven instructor called ahead to ask if he could bring his class of 6 girls to watch it. He wondered if we had a time of discussion afterwards. He wanted to use this movie for a class discussion. The girls were very well behaved, and there

were two adults with them. The instructor was very grateful for the chance to use the movie for his class material.

Rachael went to a KV Reading Council meeting at Wheatfield Elementary. She reports that it was educational and interesting but probably more beneficial to an elementary teacher (working with kids and their reading levels in a classroom setting). She and Carolynn have been busy with National Library Week activities, toddler times, book discussions, teen programs, and an Earth Day program. They are gearing up for school visits to promote summer reading programs.

Please contact me if you are unable to attend the May board meeting of if you have any questions about material in your packet.-Patty

Director's Report
May 2010

Consent Agenda

You will be approving the minutes of the May board meeting, bills, and financial reports.

Policies for Review: In June the Board will review the following policies: Study Room Use and Internet Acceptable Use. A revision is recommended to the latter. In addition staff has reviewed the Gift Policy and though this policy is not up for review, staff is recommending a revision to our Gift Policy. Please see R 10 and R 13 to see suggested revisions. In the Gift Policy we wish to disallow the acceptance of software. Licensing issues can get tricky as patrons pass their software and licensing rights on to the library for use in the library or for sale to others. To eliminate the trickiness we recommend that the library not accept the donation of software. The library does not benefit in any great way when software is donated as it is often too old to load on existing pcs and book sale revenue is minimal. In the Internet Acceptable Use Policy we recommend inserting the term digital information in place of reference resources as the wording is more indicative of the collection, and we have added the word scanners because this equipment has been added to the genealogy machines. We are striking the words online catalog because we do allow students younger than sixth grade to use the OPAC when they are capable of doing so. The other revision is simply to clean up the language and use of verb tenses. The Policy Committee has reviewed these proposed revisions. **If you approve the Consent Agenda items you will approve revisions to the Internet Acceptable Use Policy and the Gift Policy as presented.**

Nonresident Borrowing Fee: Our fee is presently $62. Our per capita operating cost for 2009 was $65.50. In order to comply with state requirements we must set the cost of our Nonresident Borrowing Fee to equal or exceed $65.50. In the past our nonresident fee has been a round figure so setting the fee at $66 would keep us in compliance. If you want to talk about setting a fee other than $66, you will need to ask that the issue be removed from the Consent Agenda. **If you approve the Consent Agenda items, you will approve setting the Nonresident Borrowing Fee at $66.**

DeMotte Arts & Crafts Festival: The DeMotte Arts and Crafts Festival will be held on Saturday, August 14. Traditionally the DeMotte library has always been closed on the day of this event due to congestion around the library property. As in the past the foyer doors would be unlocked to allow access to the restrooms for Ramble runners and book sale traffic. The DeMotte Friends of the Library do conduct a book sale on that day. A janitor would be onsite to maintain and

monitor the foyer and restrooms. Board approval is needed to close the library on this day. **If you approve the Consent Agenda items you will approve the DeMotte library being closed on Saturday, August 14, 2010, for the Arts and Crafts Festival, with foyer doors remaining unlocked to allow access to restrooms and the book sale.**

General Business:

Capital Projects Fund-Notice of Adoption: The Department of Local Government Finance has approved our Capital Projects Fund plan up to this point. The next step is to publish a Notice of Adoption one time in two papers. The board must vote to publish the Notice of Adoption.

Direct Deposit: Last year during budget prep time we shared that some staff have requested direct deposit of their paychecks in lieu of a paper check. In early 2009 we did a staff survey and learned that the majority of staff would like direct deposit. If Direct Deposit is implemented, all staff would be required to participate. We would not offer two modes of payroll payment. There are some associated set up costs to get this started which the bank would waive. The monthly costs of paper checks ($15.60) verses direct deposit ($16) are comparable, however, there is a monthly bank processing fee of $21 for direct deposit, a fee that we do not pay for paper checks. We did budget for this mode of payroll payment for 2010. Our current supply of payroll checks will soon run out so we are ready to move forward with Direct Deposit, if the Board approves our doing so. A Board vote is required.

Wheatfield Library Roof: Luther Mock visited the Wheatfield Library on Tuesday, June 1. He looked at blue prints, went into the attic, walked the roof, walked around the building and took numerous pictures. He felt he would have a written report prepared by our June 14 meeting, but I have not seen that yet. We will discuss this further at our June meeting.

Wheatfield Library Landscaping: In May Allison Klicek presented a landscaping plan for the Wheatfield Library. Our next step will be to determine a means to fund the plan. I have been in conversation with Dan Perkins about this and he has given me a lead on a potential grant. He will assist us with the grant as we need him to do so. Since our project has an educational component, he has permission from his board to assist us.

Milroy Collection Update: Two key locks have been installed on the display cabinet that houses our artifacts. I have been playing phone tag with Dale Ogden, a curator at the Indiana State Museum, who is willing to provide a list of appraisers for this collection. As of now the guns, swords, and pocket watch are still housed in my office, with the guns and pocket watch in a locked space.

Annual Report of Webmaster: Beginning in 2010 the Board will receive an annual report from our webmaster. Our website is an extension of our library and is really a department all its own. Our webmaster will explain our goals, successes, and challenges and answer any questions you may have.

Director's Report:

Long Range Plan/Technology Plan Update: Since my last report to you staff have completed the following: determined that it is not necessary to replace wireless access points at all libraries (things are as good as they can get); replaced color printer in Tech Services with purchase of big copier to serve all Rensselaer departments; bi-annual user/non user survey is written and available; we attended numerous meetings-KV Reading Council, Step Ahead, Books to Bridge, Learning Network, District 1, NICCL; purchased digital microfilm machine companion scanners; building inspections have been completed; user guide has been updated; budget requests have been submitted; emergency exit doors/alarms have been tested; training on emergency procedures has been provided for staff; landscape plan has been developed for DeMotte and Wheatfield libraries; considered MP3-CD as a new format (we will revisit this format in one year); management team and webpage committee evaluated social network sites; summer reading plans are underway; effectiveness of online catalog has been monitored by Librarians' Council; Grant Committee located funding for companion scanners; secured and maintained portions of local history collection.

Staff in each library has been busy preparing for our Summer Reading Program, Make a Splash @ the Library. Programs have been planned for all ages, including adults (Water Your Mind, READ @ the Library). Our Friends groups and many local merchants have provided funds for food and prizes. Staff has done an excellent job of promoting this program through school visits, press releases, in-house signage, and our web page. We have many talented staff on board who coordinate excellent programs and understand the importance of marketing.

Becky, Sheila and I attended an IOLUG meeting in Indianapolis in mid-May: You Can Take It With You: Libraries Moving into Mobile. It is interesting to consider how libraries are considering the mobile world as it relates to library service.

Deana George, Janet Umlauf, Mari Anne Sayler, Natalie Waling, and I all attended Trustee Training at our library June 7. Karen Ainslie and Edie Huffman presented this training which focused on library board responsibilities, committees, meetings, and the Open Door Law in addition to library budgets. The Director of the Roanoke Public Library attended with two board members, and the Director of the Starke County Public Library joined us as well.

Mari Anne Sayler, Gail, and I will attend the Budget Workshop on June 9. Representatives from the Department of Local Government Finance and the State Board of Accounts will present information that we will need as we process our 2011 budget this summer.

System Administrator News

Sheila enjoyed an IOLUG meeting that she attended in Indy with Becky and me. She reports that she, " learned so much about mobile technology as it relates to our library. <She> left the meeting energized and excited to begin researching some of the new ideas <she> learned."

A plan is underway to reconfigure our wireless network setup to route all wireless traffic through one server. This will allow us to filter our wireless service, limit the amount of bandwidth that our wireless traffic may use, and have more simultaneous wireless users. We are currently limited to 10 at each library due to current server operating system limits.

Arrgh! Update: 13 Service Requests opened; 23 closed.

Technical Services News

Becky attended the IOLUG Conference, earning 5 LEUs towards her Indiana Library Certification.

She is becoming more comfortable with reports and generating statistics that are used for month end reports. This month she implemented some holding code changes at the request of staff. This will allow staff to better understand which item types in our collection are circulating.

She reports that her department processed nearly 1300 items in the month of April, a month that she named uneventful!

DeMotte Library News

Yvonne continues to provide great service to our walking book patrons. They often comment about how much they enjoy her and the service.

Evie visited 8th grade classes at KV to promote summer reading and even played a bit of Pictionary with them. All programs, flyers, and displays are set to launch. Preparation for this is a big event with all staff pitching in.

We are resurfacing and restriping the parking lot and parking areas, fixing some horrible pot holes that had developed. In addition local master gardeners are assisting staff with clean up of the east flower bed, thinning and spreading out the plantings to beautify the area. Mulch will also be spread.

Rensselaer Library News

The Friends of the Library purchased 10 Safelight emergency rechargeable light units. These are much appreciated as the library is extremely dark when the electricity goes off. These have been strategically placed around the public and staff areas for easy access. Andy Andree's construction crew are quickly demolishing and rebuilding our brick seating area around the flagpole. New locks have been installed on the Milroy Display Case.

A student from St. Joseph's College is interning with us this summer, assisting with summer reading events and developing computer class curriculum for us.

All age levels will have an opportunity to "Make a Splash @ the Library" this summer, including adults also have an opportunity to participate in their own program, "Water Your Mind, READ @ the Library". At the end of May over 190 children had already signed up for summer reading events. Angela was particularly pleased to be allowed to speak at the middle school this year. That has not always been the case in past years.

Wheatfield Library News

Rachael visited two 7th grade classes to promote Summer Reading, doing a booktalk and playing a game of library Jeopardy with students. Children's Book Week was celebrated with a visit by Kyler Laird and his dogs for a 'Reading with the Dogs' program. Other programs included gaming with the Wii and Bingo. Children could also enter a drawing for a chance to win Barnes & Noble gift cards with they checked out books or audiobooks.

A very popular Ebay class was held this month. The class was at capacity and names have been collected in advance for the next class because it was so popular. The presenter was excellent as beginner and intermediate use were both discussed.

The Friends of the Library have agreed to purchase the Magill's Medical Guide for the library once again. Diana is very pleased! They have filled a basket to raffle off this summer, with a name to be drawn on July 31. Proceeds will benefit the library.

Please contact me if you are unable to attend the June board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
June 2010

Consent Agenda

You will be approving the minutes of the June Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for review: The Reciprocal Borrowing Policy and the Fax Machine Policy. We do recommend a minor edit to the Reciprocal Borrowing Policy for clarification. No changes are recommended to the Fax Machine Policy. In addition, recent legislation has necessitated minor changes to our FMLA/Military Leave Policy. The proposed edits were recommended by our employment law attorney. The revisions are very minor and we typically follow the attorney's advice precisely since it is all due to employment law requirements. Please see R 10 & R11 for proposed revisions. **If you approve the Consent Agenda items, you will approve revising the Reciprocal Borrowing Policy and the FMLA/Military Leave Policy as presented.**

General Business:

Wheatfield Library Roof: Luther Mock visited the Wheatfield Library on Tuesday, June 1. He looked at blue prints, went into the attic, walked the roof, walked around the building and took numerous pictures. He felt he would have a written report prepared by our last meeting, but I have not seen it yet. Kent Mahnesmith is contacting Luther on our behalf. We will discuss this further at our July meeting.

Budget 2011: The Budget Committee consisting of Jody Melton, Tim Schultz, and Mari Anne Sayler will meet with the director and business manager to review the 2011 budgets before our Board meeting, and the Budget Committee will make their recommendations to the Board at the July Board Meeting. You will receive your budget information at the July meeting, after the Budget Committee has met. The board will need to approve to advertise the budgets at this meeting. The budget will also be sent to the County Council for a non-binding review as required.

Online Banking: We would like to use online banking as a means to pay some of our claims, typically those bills that come due between board meetings. You have already given us permission to pay these bills between board meetings by paper check with your Resolution to Pay Bills with Prior Approval, but in order to pay the bills via online banking, in lieu of a paper check; we need Board approval. Examples of the types of claims paid in this manner would include:

conference fees, utility bills, insurance payments, phone bills, and courier bills. Claims paid via online banking would be included in monthly financial reports to the board. A board vote is required to authorize online banking with Sue and Gail authorized to do this work and receive information.

Rensselaer Library Fence: I mentioned at our June Board meeting that we are very concerned about foot traffic that is occurring in our staff parking area. We have a hedgerow between our neighbor, Steinke Funeral Home, and us that is getting thin and has died in spots. Pedestrians coming from the west are cutting through the hedgerow to access the library and the downtown area. This is compromising the bushes and has created a hazard of foot traffic in our staff parking area. We recommend taking out the hedgerow and putting a tall (6 foot), attractive fence in its place to eliminate this foot traffic in our staff parking area. Toward that end we have sought quotes and design advice from some contractors. We hope to have those quotes and designs ready for your review at our July meeting. We would like to get a fence installed in the late summer. We would use LIRF funds for this purpose.

Director's Report:

On Monday, June 21 DeMotte staff noticed that 11 rolls of microfilm were missing from their collection. A patron was in on Saturday and requested the rolls of film from a locked cabinet. Staff got them out and went on to other work. On Monday morning staff noticed the film missing. We suspect the Saturday patron. Staff were able to give a name to the police. We have filed a police report, and we do have a digital image of the patron entering the library on Saturday and leaving the library later with a bag he did not enter with. The police are investigating, and Kent Mahnesmith is aware of the theft. The missing items are KV Post 1983-1993. We have filed an insurance claim. Moving forward we will now limit the number of rolls we will give out at one time. This film can be replaced. We have inventoried our microfilm collection at the Rensselaer Library and 3 rolls of film are missing. We will re-order those. We have also purchased a cabinet with a lock for the Rensselaer Library. They will institute a similar procedure as DeMotte, limiting the number of rolls that can be out of the cabinet at one time.

Due to the recently passed Health Care Reform Legislation, beginning in 2011 employers are required to report the cost of insurance coverage on employees' W-2 forms. In addition employers must now provide 'reasonable' unpaid break time and a private location (not a restroom) to allow nursing moms to express milk during the workday.

Over 600 User/Non User Surveys were collected this spring and the data has been collated and reviewed. I will bring data to our July Board meeting for your review. Surveys indicate that patron satisfaction with our libraries is very good.

We received monies from the Fendig Fund through the Jasper Foundation. We used the monies to purchase three mobile presentation stands, one for each of our public service departments. These can be used in our meeting rooms by staff and patrons when using the LCD projector for classes, meetings, and programs.

System Administrator News

Sheila attended an Automation Counterparts meeting and listened to a presentation on MCLS Evergreen, an open source automated system. She also attended a NICCL meeting and saw a demo for a PC management system. It is good to do product research and have an awareness of various systems that are available.

Fiber is being installed at the Rensselaer Library, replacing our individual T-1 lines, at no cost to us, due to the work of ENA. Having fiber instead of T-1 lines will allow ENA to more easily increase our bandwidth when it is ordered.

Our wireless network is being redesigned. Arrgh! Update: 40 Service Requests opened and 35 closed with 14 currently open. We have had 6 new geocache finds. People who find the caches are leaving us messages to indicate that they have enjoyed the search and the visit to our libraries. We enjoy this unique way to interact with visitors.

Technical Services News

Becky collaborated with Linda P. to draft a 3-month evaluation for their shared clerk who started her position in March.

Becky and Mary were very busy in June preparing for a Reports Manager switchover. Our automated system has a reports module named ReportSmith. We use this module to run all sorts of reports: circulation, collections, borrower information, patron holds, overdue notices, etc. Our vendor wants to discontinue ReportSmith and migrate us to Reports Manager. Becky and Mary are working with various affected staff persons to ensure that the reports they need exist within the new format and work the way the need to work before we make the switch. This has taken a lot of effort on their part and on the part of staff. The new format will be web based.

Becky has been working diligently on cataloging some donated items. Sometimes these donated items can be the most challenging to catalog, but she has worked her way through these items, some of which have been awaiting cataloging for over a year.

DeMotte Library News

Brenda reports having received 198 entries in the first week of her adult summer reading program. The theme is 'Water Your Mind Read' and adults have the opportunity to win gardening gloves and shovels, a bird house, a bag, and a book.

Yvonne and Evie have launched a new program-a Lego Club. Participants, ages kindergarten to 6th grade, come to the library and work on a themed project. A patron generously donated funds to purchase more legos and containers.

Yvonne, Brenda, Evie, Beth, and Todd worked together to create a wonderful jellyfish display that hangs in the skylight area just in front of the circ desk. Be sure to check it out when you are in the library. It has grabbed the attention of our patrons!

Rensselaer Library News

Linda reports, "Melissa presented her normal mobile lab classes this month which included; Email Monday, Basic Computers, and Facebook. Melissa also presented a well attended program on "Whatever Happened to the Grand Kankakee Marsh?" She brings much intelligence, creativity, and initiative to her job."

Linda continues, "We had two different types of programs this month; one was "One Man's Weed, is Another's Herb", presented by Master Gardener Sherrie Bryant. The other class was making a tin scrapbook album, presented by Karen Cooper. Both of these programs had good attendance also. The Summer Reading programs, for adults, teens, and children have terrific attendance."

Angela reports, "...the main teen summer reading program has a record number of participants this year (over 80 participants)." In addition, as a part of Books to Bridge, Angela has been in contact with Dan Barton, manager of Stardust II in Merrillville to set up a bowl-off with author Mike Walsh author of Bowling Across America: 50 States in Rented Shoes. Books to Bridge is a regional literacy project, and our agency librarians join Angela in representing JCPL at all planning meetings and events.

Wheatfield Library News

Children's Specialist, Rachael, reports, "For the month of June, we've been busy with Summer Reading. Our preschool numbers are good (for Story Time) with between 25-33 kids each week. <We> had a fairly good turnout with teen volunteers – 8 of them. One girl who had signed up failed to show up for the 3 events she had signed up for, but most of the kids were reliable and good

helpers. Summer Reading for elementary school age is going well, with our lowest turnout being 58 kids attending the movie, but our greatest being 101 kids for Amazon John. The kids are excited about the prizes, and weekly incentives to keep reading. Father's Day Story Time wasn't well attended, only 2 kids and 2 dads, but those 4 sure enjoyed it. Our young adult summer reading program continues to be popular, averaging 20-25 each week. They are enjoying the programs, as well as the coupons they receive as incentives."

Diana reports, "One Community Service girl has completed her required 24 hours. She was very thorough with her weeding in the landscaped beds. Another girl needing the same amount of time has not been coming regularly after her initial weeding. Besides doing spots of weeding, I got out the big tools and cut out some trees that were coming up and some of the really big thistle type weeds. The lilies around the sign out front at still beautiful and there are some light coral stella d'oro lilies starting to bloom that I hadn't remembered from last year."

Diana and I worked on a JF New grant application, completing portions that we could complete. We will now send this off to Dan for his insertions. We are trying to locate some funds to assist us in reworking the landscape per Allison's plan.

Please contact me if you are unable to attend the July Board meeting or if you have any questions about materials in you packet.-Patty

Director's Report
July 2010

Consent Agenda

You will be approving the minutes of the July Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for review in August: the Food, Tobacco, Drug, and Alcohol Policy (no revisions recommended) and the Walking Book Policy. Revisions are recommended to the Walking Book Policy, to improve/clarify the language/presentation. It is not time to review the Meeting Room Policy, however in May I attended a District Meeting session on religion in libraries, and based upon the information received, we are recommending a revision to the meeting room policy. The presenter advised keeping rules content-neutral and that consistency is crucial, all groups treated the same. In the area that has been revised, we felt having a crisper, cleaner statement would make this an easier policy to administer. We borrowed the wording from the Evansville-Vanderburgh Public Library. Please see R 10 and R 11. **If you approve the Consent Agenda items, you will approve revising the Walking Book Policy and Meeting Room Policy as presented.**

Workshop Request: I am seeking permission for Sue, Gail, and I to attend the Northern Indiana Human Resource Management Association Annual Conference titled Don't Get Sued. Cost to attend is $45 per person. The workshop, to be held in Michigan City, will focus on potential liability issues in organizations and provide information on how supervisors can address employee issues professionally and legally. **If you approve the Consent Agenda items you will approve Gail, Sue, and I attending the Don't Get Sued Conference.**

General Business:

Resolution to Continue in the Public Library Internet Consortium: In 2005 you agreed to sign a commitment to join the Public Library Internet Consortium. **This year you need to resolve to continue as a member of the Public Library Internet Consortium**. You did this same thing last year. We are required to conduct this business annually. As a member of the Public Library Internet Consortium we receive the e-rate discount portion of the consortium Internet cost.

Rensselaer Library Fence: We have requested revised quotes for this work and a quote from another vendor as noted in the minutes from our July meeting. We will bring these quotes to the Board for review.

Report on Wheatfield Library Roof: On July 14 I received the following email message from Kent in regards to Luther Mock's report: *"I spoke with Luther*

yesterday…. He apologized for the delay and stated he will have something for us within 2 weeks."

Update on Wheatfield Landscaping: Since our last Board meeting Diana and I have reviewed the landscaping and developed a sort of game plan as to which areas to focus on first (in consideration of Allison's plan and the Board's desire to tighten up some of the beds). I invited Dan Perkins to meet with us, but he could not due to his involvement with the Jasper County Fair. We want to discuss our game plan with Dan, determine what quantity of plants might be needed for purchase (so we can include this information in our grant application which is under construction), determine which plants we can safely move and when, discuss any potential volunteers who might help us do the work, and discuss informational signage for the grounds that will explain the wetlands and native plants. Before he will meet with us, I must appear before his Board to explain the project and our need for Dan's involvement. This meeting is scheduled for Thursday, August 5. Jody will attend with me. We continue to weed and water and monitor and make the most of what we have, a huge task! We are moving forward very slowly!

Director's Report:

Gail and I prepared the 2011 budget paperwork for the Budget Committee's review. The Budget Committee met to review our work on July 12, and last month you voted to advertise the 2011 budget. Ads will run August 5 & August 12. You will hold your hearing at the September Board meeting.

We are scheduled to go before the County Council on August 20 for their non-binding review of our 2011 Budget. We are to arrive at 2pm at the courthouse. Any board members who wish to attend with Gail and me are welcome to do so.

I have received a memo from the State Library in regards to Indiana Libraries and their legal compliance with the Americans with Disabilities Act. I have placed a copy of this memo in your board packet. Please see R 14. We will be discussing this further at upcoming meetings as we consider what information we must make available and grievance procedures that must be adopted and published. (The date on this memo is June 1, 2010, however, we did not receive a copy of it until just before I went on vacation. It was included in a mailing from the State Library.)

I took one week of vacation July 26-30.

System Administrator News

Sheila attended an Automation Counterparts meeting where the discussion included Michigan Evergreen, pc management software, Indiana library

standards, wireless and filtering, wireless and Apple products, and accepting credit card payments.

Work on the fiber installation was completed on August 4, and the wireless reconfiguration project continues. Most of the reconfiguration work is done. Finding a means to filter our laptop lab is the one remaining item outstanding.

Sheila has been working closely with Becky and the TLC staff in regards to the switchover from the old to the new reports module. Once this piece is complete TLC will switch us to a new server and we will upgrade our OPAC to LS2PAC. All of this effort should make things better for staff and patrons.

Technical Services News

Work with the new Reports Module continues. Nearly all necessary reports are now available in the new module and staff are comfortable using them. TLC will soon switch us to a new server and getting the new reports module piece finalized was critical before the switchover.

Becky is caught up with AV cataloging so is now focusing on helping get through Tech's backlog. Some MACRO issues have been corrected, so this will be a big help to all catalogers.

Things are going smoothly as boxes of newly ordered materials continue to flow in the back door.

DeMotte Library News

The adult summer reading program ended with 113 participants while the children's program was a hit with 55 teens and 170 younger children participating. Activities were fun, and staff worked well together.

July 1 started a new year for meeting room reservations. All is going well, and Marlene has worked hard to organize meeting requests. Several groups use the rooms at DeMotte, and it is great to clearly see which rooms are available due to her great organization.

Some DeMotte staff who serve on the Marketing Committee will be participating in the DeMotte Town & Country parade. Staff are excited about this fun and unique way to promote the library and interact with their community. I plan to join them as they walk. Brenda is very supportive of her staff's involvement in the parade.

Rensselaer Library News

Kudos to our webmaster, Melissa Widner, for her article which was published in the August 2010 issue of Computers in Libraries entitled 'RSS Made Easy With Engaged Patrons & Yahoo Pipes'. Computers in Libraries is a journal that this and many other libraries subscribe.

The Summer Reading program for adults had 76 participants, an increase over last year. Five prizes were awarded at the completion of this program.

The Children's Department had an action packed Summer Reading Program as Angela and Nancy continue to be creative with displays and fun programs for people to attend. With the economy staying stagnant we seem to continue to have families and patrons expressing appreciation for our programming opportunities. 325 children signed up and 85 teens (a record number) signed up. Everyone that completed the program received an Indiana Beach ticket and a certificate. This year we also teamed up with Rensselaer elementary and middle schools. We will give the logs of those who finished the program to the school and they will be holding prize giveaways for participants.

Wheatfield Library News

Summer Reading has come to an end and attendance statistics for Wheatfield have been calculated. For the younger crowd, 108 children read at least six books and over 2,200 books were read. For the older crowd, 35 kids read at least one book, and 489 books were read. Rachael did send an array of Summer Reading pictures to the KV Post for publication. 256 people participated in the six week adult summer reading program, and prizes were awarded.

Diana launched a new program in July-Reading Shorts—Selected Stories for Grown-Ups. Four adults attended this first session that featured Diana reading aloud to those who attended. She got this idea from PLA earlier this year and has another program planned for September. Diana is reading numerous short stories as she selects stories for next month's program.

The Friends of the Library have had some very successful fund raising activities this summer. They participated in the Town Wide Garage Sale and made just under $300. They also held a raffle—the Giant Summer Fun Basket fund raiser that contained numerous prizes from local businesses and individuals. This raffle garnered $700! Proceeds will be used to support library needs and activities.

Please contact me if you are unable to attend the August Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
August 2010

Consent Agenda:

You will be approving the minutes of the August Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for review in September-Board Bylaws & Mobile Computer Lab Policy. Revisions are recommended for both. According to Board Bylaws:

"Amendments to these bylaws may be proposed at any meeting of the Board.

Voting on any proposed amendment will not occur until the next regular meeting following its proposal."

Because of those requirements, I have placed this board business under general business.

The Mobile Computer Lab Policy was revised because the components of our inventory have changed since the last review. The other revisions are fairly self explanatory and have been added for ease of staff use when they must apply the policy to patron interactions. We did strike the language about organizations charging participants for the cost of an instructor so that it lines up with our meeting room policy. **If you approve the Consent Agenda items, you will approve revising the Mobile Computer Lab Policy as presented.**

Workshop Requests: We wish to send Human Resources Specialist Sue Tobias to an SHRM one-day seminar entitled Minimizing Insurance Costs (cost $15); Children's Specialists Evie Bristol & Rachael Cavinder to a one-day workshop entitled Engaging Older Youth (cost $40 each); and Systems Administrator Sheila Maxwell to a three-day conference entitled Internet Librarian (cost $289). Board approval is needed to send staff to these events. In addition we would like to ask the Board to include seminars offered by the Society for Human Resource Management of Northwest Indiana under the umbrella of pre-approved workshops. Currently Board approval is not needed for Indiana Library Federation events; State Library events; or events that do not require a registration fee. SHRM offers a variety of valuable workshops on a very regular basis that will greatly benefit our Human Resources department. **If you approve the Consent Agenda items, you will approve sending staff to the various workshops noted above and grant blanket approval for staff to attend HR-related workshops offered by SHRM.**

General Business:

2011 Budget Hearing: You will hold your hearing for your 2011 Budget. I will bring copies of the budget in case anyone shows up to express a comment or concern.

Wheatfield Library Roof: It is my hope that Luther Mock will be present to make his report to the Board in regards to the library roof.

Wheatfield Library Annual Report: Diana Kooy and Rachael Cavinder will present their annual report at the September Board meeting.

Amendment to Board Bylaws: The Indiana Library Standards that go into effect in January 2011 require that Board Bylaws contain rules for nepotism and conflict of interest, so we have revised the bylaws to be compliant. The added portion on nepotism came straight from our board approved Personnel Policy. We did add a definition of close relatives based upon a State Library example. The conflict of interest language was also taken from a State Library example. A board member will need to propose that these amendments be made, and then the Board will vote on the amendments at the October meeting, as per board Bylaws.

Director's Report:

Last month the Board voted to continue as a member of the Public Library Internet Consortium. At the time of the Board meeting we had not yet received the commitment paperwork from the State Library. This paperwork must be signed by the Board to reflect your desire to continue as a member of the consortium. The paperwork has arrived. We will affix signatures this evening to wrap up this piece of Board business.

I do have an update on the Wheatfield wetland issue. As an advocate for the Library, Board President Jody Melton did review approved drainage plans for the bowling alley and subdivision that is near the library. He also spoke to the county surveyor about the approved plans. It appears that while an appropriate plan was approved, it was not implemented. Drainage was not done according to the plan. The surveyor will be speaking with Don Myers about that. Mr. Myers will be asked to build a berm to keep water on his property. It is our expectation that Jasper County Soil & Water will be pleased as they have concerns with water entering our wetlands from neighboring property.

We have received word from the Jasper Foundation that the Rensselaer Library has been granted funds by the Giving Circle to be used towards the purchase of an oak cabinet to house some of our General Milroy historic memorabilia. This gift will be tremendously helpful as we purchase new cabinetry to better display

and secure our collection. The amount of the gift is not yet known. This will be revealed at an October luncheon. We are excited!

In August Diana and I did some weeding at the Wheatfield Library. I have also contacted Alyssa Nyberg of the Friends of the Sands to see if her group might be willing to help us with our landscaped areas. Lana Zimmer provided contact information for Alyssa.

I do have two Continuing Education opportunities to share with you. Westchester Public Library is hosting a Dan Cain workshop on Saturday, October 23, 10am-3pm. There will be a fall NILBA dinner on Tuesday, November 30, featuring Doug Archer on intellectual freedom at the Stardust in Michigan City. If you are interested in attending either or both of these events or need more information, please contact me.

It is time to provide a quarterly report on our progress with Long Range Plan and Technology Plan goals. Here is what we have accomplished since my last report: staff attended a grant information workshop, a beginning genealogy workshop and a marketing workshop; as a means to market the library we participated in Cops Night Out and the Town & Country parade; we reviewed and revised our User Guide; our Technologies Committee provided a report to the management team; we added traffic prioritization at Wheatfield; we replaced 2 T-1s with fiber; we added bandwidth; various facility maintenance matters have been addressed; we completed our user/non user survey and discussed results; we considered Indiana Memory Project; we participated in various webinars; we added oral histories to the web page; we linked to Rensselaer Republican local history video clips; we evaluated online research resources and pc/print management software; we purchased maintenance support agreements for automated system software and hardware; we inspected and tested media that stores Milroy images; we evaluated web page editing software; we evaluated patron pc security methods for effectiveness; we evaluated public web browser software; we completed S2-200 scanner training; summer reading is complete; appropriate staff completed quarterly facilities reports and submitted to director; our webmaster reported to the Board.

The Jasper County Public Library is participating in Books to Bridge the Region, a reading initiative that encompasses seven Northwest Indiana counties: Jasper, Lake, LaPorte, Newton, Porter, Pulaski, and Starke. The goals are to promote literacy, to create conversations among communities, and to foster critical thinking related to a theme. This event takes place in October, and I encourage you to check out this website www.books2bridge.org for more information. We are excited to be involved! Book discussions are planned in our libraries.

Non binding review of our 2011 budget occurred on August 20. No changes were recommended by the county council.

Our Capital Projects Fund Plan 2011-2013 was approved by the Department of Local Government Finance.

System Administrator News

Sheila attended a NICCL meeting this month; a Tips and Tools for Tech Planning webinar on TechSoup; and an LS2PAC webex.

Fiber installation was completed. We now have 7M bandwidth rather than 4.6M. Sheila has begun updating network diagrams, network troubleshooting manuals, and other items due to the new wireless re-configuration and fiber switch. She was also very involved and busy with matters related to-the server switch; reports module switch; and LS2PAC interface. Various grant-related forms have been filed and paperwork processed-BEAR; Century Link Spreadsheet, and a 486 form.

Our Geocache are wildly popular with 7 new finds for Rensselaer; 7 for DeMotte, and 5 for Wheatfield. Arrgh! Update-15 service requests opened and 19 closed.

Technical Services News

We have officially switched over to Reports Manager via the WEB. Staff are getting used to this new format for running reports in our automated system. There were a few bumps along the way but most of those have been ironed out.

After we switched to Reports Manager, TLC switched us to a new server. Overall the move was fairly painless. Cataloging macros had to be re-loaded and circ sounds had to be adjusted. The data switched just fine. After the server switch TLC updated our server which provided a few changes/improvements to Circulation, Preferences, and Cataloging.

Lastly, we have implemented LS2PAC which is an enhanced OPAC that offers a few more bells and whistles for patrons and staff. Patrons can choose to use our traditional interface or the more enhanced interface.

DeMotte Library News

As a means to market the library and reach out to the community of DeMotte, several DeMotte staff members walked in the Town & Country parade. They decorated a Geo Tracker with a 'Make a Splash' theme (this was our Summer Reading them) and received a 3rd place trophy in the service organization category. We tossed candy to the crowd and toted cleverly decorated umbrellas and sand pails. Brenda remarked, "It was fun and a different marketing avenue to reach our patrons." I walked in the parade with Beth, Jenna, Jamie Lee, and Yvonne, while Evie drove the Tracker and Brenda rode in the Tracker filling candy pails.

Yvonne represented the library at the Health Fair held at the Fase Senior Center, passing out library brochures (promoting various services, programs, and events), bags, magnets, pencils, and bookmarks. She also spoke with other vendors who might be able to provide a program for library patrons in the future.

Brenda has been very involved with Books to Bridge this year, along with Linda, Diana, and Angela. She reports, "I personally have learned so much professionally from this opportunity…It is wonderful having support from our Director and Board members on these networking opportunities."

Rensselaer Library News

Our fence project is set to begin on September 13 and will take approximately 4 days to complete; A Slice of Pizza graciously donated pizza for our teen volunteer appreciation party; we received a $250 grant from Wal-Mart; Donna handed out promotional materials and icee's at Cop's Night Out.

This month Books to Bridge Lit Kits were distributed to area schools. Many of the media specialists were well aware of the Books to Bridge and Time Out for Reading programs. They were excited to receive their bags!

Rensselaer Children's Specialist, Angela, attended CYPD and had this to say, "I attended CYPD and got many useful ideas out of the conference. I attended breakout sessions that dealt with social networking, new books for YA and children, green initiatives and book trailers. We were also lucky enough to hear Jack Gantos, April Pulley Sayre, Beth Galloway, and Fredrick Mickissack speak. I really enjoyed Jack Gantos' stories and process for writing. He was perhaps the funniest author I've ever heard speak! The location/ hotel where the conference was held was also very nice and made for a comfortable place to stay."

Wheatfield Library News

Rachael and Carolynn set up a school bus safety program that Carolynn hosted. They had good attendance and gave the kindergarteners a chance to ride the bus.

There have been lots of patrons interested in our upcoming author program in September-Katherine Hoeger Flotz, A Pebble in My Shoe. We have copies of the books circulating for just a week because there is a waiting list. Carolynn made a very attractive poster for this program which has generated a lot of interest. The author and her husband are Crown Point residents and both lived through the German ethnic cleansing in Yugoslavia at the end of WW II.

Diana reports, "We were getting lots of inquiries as to what the showy red flowers were in the front retention area and the wetland area. They were cardinal flowers. This year they were exceptionally big and brightly colored. That is probably due to better rains up to that time and their maturity."

Please contact me if you are unable to attend the September Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
September 2010

Consent Agenda:

You will be approving the minutes of the September Board meeting, bills, and financial reports.

2010 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2010 Salary Ordinance.**

Policies for Review: Two policies are up for Board review in October, the Computer and Typewriter Use Policy and the Reference Policy. Some revisions are recommended for the Computer and Typewriter Use Policy (please see R 10). No revisions are recommended for the Reference Policy. For the Computer/Typewriter Policy we felt a need to insert a piece about age restrictions and the Internet because that important info sits in another policy; we wanted to clarify that we do expect people to pay for copies made when using our databases; we struck the wording about time limits because we do the same thing in all libraries now; and we wanted to insert the words responsible party on the second page in case the patron is a minor. **If you approve the consent agenda items, you will approve revising the Computer and Typewriter Use Policy as presented.**

General Business:

Wheatfield Library Roof: Last month you received a report on Luther Mock's findings in regard to the Wheatfield Library roof. Luther attended our meeting and made a presentation to the Board, fielding a few questions. This month we will determine how the Board wishes to proceed. Kent Mahnesmith will attend this meeting.

Budget 2011: At the October meeting you will need to pass a resolution adopting the 2011 Budget as advertised. As a reminder here is a budget summary: Operating Fund $2,113,082; Library Improvement Reserve Fund $56,350; Bond & Interest Redemption Fund $316,754; Capital Projects Fund $50,000; Rainy Day Fund $30,000.

Board By-laws: Last month you proposed to amend the By-Laws as presented. See page R 10 of the September Board Packet to review the amendments. This month you will vote on the proposed amendments.

Technology Plan 7/1/11 to 6/30/14: We have recently revised our Technology Plan. We review and revise our plan annually. This plan contains many valuable components: a description of our library, mission, and goals; our vision and guiding principles as they pertain to technology; a summary of equipment, hardware, and

software; staff and patron considerations; professional development; and funding to name a few. The content will not be new to you as you have heard reports throughout the year from staff on various components of the plan, and some pieces come straight out of our Board approved Long Range Plan. You will find our newly revised plan beginning on page R 15 of your Board packet. At our October meeting I will be asking you to approve this plan, and then an approved copy will be sent to the State Library for their files.

Advanced Tax Draw Resolution: In past years we have requested an Advance Tax Draw from the County Auditor when tax collection time draws near. This is to ensure we receive tax revenue at the earliest possible moment, which we prefer. Each request is valid for 30 days. We recommend that the Board pass an Advanced Tax Draw Resolution. A Board motion is required.

2011 Slate of Officers: At the November Board meeting the nominating committee will need to present a slate of officers for 2011. The elections will be held at the December Board meeting. The Nominating Committee is comprised of Sue Deardorff (chair), Tim Schultz, and Deana George. Article VI of the Board Bylaws provides information about each office and the role of the nominating committee. Officers can serve in the same position only two consecutive years.

Director's Report

September began with our day-long Staff Development Day, hosted by the Rensselaer staff. Staff evaluations of this training day were overwhelmingly positive. We focused on LEAN Principles in the morning and on Professionalism in the afternoon. We also participated in some networking activities to help us get to know one another better. Staff are very appreciative of this Board approved time for continuing education.

September was Library Card Sign-Up Month. The Marketing Committee promoted the value of a library card and enticed new patron sign-ups with prize giveaways. Library staff made presentations in and outside the library to promote card sign-up. In September we issued 268 new cards!

Gail and I recently attended the 2010 ILF Legislative Forum. It was an informative day. Keynote speaker was Dr. Larry DeBoer from Purdue University speaking yet again about tax caps. In addition we heard from our ILF Legislative Advocates on hot topics for next year's legislative session. ILF provided an information sheet in regards to the upcoming vote on whether or not to include the tax caps in the State constitution. I have included this for your review. Please see R 12.

Gail, Sue, and I attended a very valuable HR workshop entitled Don't Get Sued. The first session focused on how to create a culture of accountability within your organization. The second session focused on the EEOC and their recent trend to

pursue all cases that come their way, that no case is considered too small and that any organization can be a target. The presenter pointed our 8 reasons why this can be a problem and the 17 items that the EEOC can require of an organization besides money if the organization is found at fault. The summary message was that an organization may experience a loss of time, money, morale, and reputation if sued. Thankfully we spent some time talking about ways to avoid these troubles. I would like to arrange for similar training for our supervisors as this information was very valuable. I think staff from all Indiana libraries could benefit from such training. It was very eye opening.

A reminder about two continuing education opportunities for the Board: a Board Development Workshop on October 23 in Chesterton, IN and a NILBA dinner on November 30 in Michigan City.

System Administrator News

Sheila participated in an Astaro Firewall Software Demo/Webinar this month. She likes the look of their newly revised web filter and is interested in testing it once the company releases their new version. She thinks it has potential to meet our web filtering needs and be an improvement over our existing process which has become troublesome lately.

Sheila kept very busy this month filling out requested paperwork pertaining to 2011E-rate for the State Library and Ad Tech. In addition she spent hours reviewing and revising our Technology Plan. Our newly revised plan will be presented to the Board for their approval before being sent to the State Library as required.

Geocache Update-7 new finds for Rensselaer; 2 new finds for DeMotte; and 1 new find for Wheatfield. We continue to marvel at this unique way to interact with our public and their eager participation!

Technical Services News

Becky completed and presented two staff evaluations in her department this month. She and her staff attended our Staff Development Day and enjoyed the activities.

A library student from Ivy Tech interviewed Becky this month. The student was fulfilling an assignment about an area of the library that she was interested in, Technical Services.

Becky attended a Kapco Workshop coordinated by our Wheatfield Branch Librarian, Diana. Becky found the workshop fun and informative and is considering ordering processing and book repair supplies from them in the future. She has done some price comparisons between our current vendor and Kapco. Our Public Service Librarians are interested in using Kapco products and processes too, especially in

the area of book repair. We will be discussing Kapco at our October Management Meeting.

DeMotte Library News

Reference staff have kept busy this month serving various Ivy Tech students as well as a few Library Science students who need assistance with their assignments on Children's Literature, their need to observe a Reference Librarian, and questions on Library Policy. Brenda finds this work particularly rewarding as she feels she is helping to build the library profession.

The Friends of the Library held their annual recognition luncheon honoring Jean Lambert, Evie Bristol, and Renee Carr who celebrated milestone anniversaries this year. Brenda really appreciates their holding this luncheon for staff.

Marlene is putting photos in acid free sleeves and boxes. This will help preserve photos of significant local history interest that should be archived for future generations. Their goal is to eventually digitize them. This is a time consuming process that she works at a bit at a time.

Rensselaer Library News

Our new fence is installed and looks terrific. It blends in well and one could almost believe it has always been in place. It coordinates well with the fence around the Christian Church parking lot and a nearby residence.

Melissa held three different classes in September using the Portable Computer Lab: Basic Computers, Basic Internet, and Using Facebook to Promote Your Business. Karen Cooper facilitated a craft program on making pumpkin boxes.

As a part of Library Card Sign-Up activities 1st graders from Monnett visited our library in September. They listened to a story and received a tour of the children's department. Over 50 new library cards were issued due to these visits.

Wheatfield Library News

Thanks to their Friends of the Library, Wheatfield Library now has a steam cleaner, a new meeting room vacuum, and a paper shredder. The Friends work hard to hold a variety of fundraisers each year and thoughtfully use their revenue to support our library. We are grateful for their generosity.

Diana hosted a very popular author visit this month. George and Katharine Flotz did a fantastic presentation about their experiences at the end of WWII while living in Yugoslavia when anyone of German ethnic ancestry was put in a concentration camp. Katharine's book A Pebble in My Shoe chronicled her family's experiences. Forty-four people attended this program.

Kiersten Friend, a member of Friends of the Sands, came out and met with Diana and I at the end of September to look over the landscaped areas and hear our story. She will be returning at the end of October with a volunteer work crew (that she will assemble) and work in one specific area to clean up the beds and prepare things to winter over. She is knowledgeable and eager to help, although she is seeking full time employment and cannot guarantee time to help us next spring. Diana and I have also scheduled a work day for the two of us to work in the beds to do similar clean up and prep for winter/spring. We will keep chipping away at this a little at a time!

Please contact me if you are unable to attend the October Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
October 2010

Consent Agenda:

You will be approving the minutes of the October Board meeting, bills, and financial reports.

Policies for Review: Two policies are up for board review in November: the Meeting Room Policy and the Circulation Policy. We reviewed and revised the Meeting Room Policy in August. We are recommending several revisions to the Circulation Policy. Please see R 10. Most revisions are to clarify language to make this policy easier for staff to administer. The most significant change is to remove the word 'work' from the second paragraph, the paragraph that explains who is eligible for a free library card. Indiana law does not allow for those who 'work' in a district to receive a free card in that district. Library law states residents and those who pay property taxes as being eligible. We removed the portion about volunteers living outside the district being eligible for a card because this refers to volunteers who do not reside in our district. We removed the definition of temporary residents so that it wasn't so limiting. (Examples of when this might apply would be for people displaced due to natural disasters or those who reside in Indiana in the summer and in Florida in the winter—these kinds of things crop up now and again.) **If you approve the Consent Agenda items, you will approve revising the Circulation Policy as presented.**

Long Range Plan Revision: Last November you approved our Long Range Plan 2010-2014. Earlier this year our Librarians' Council reviewed the approved plan and considered if the plan contained all necessary items as required by Indiana Library Standards that will be in effect in January 2011. We found the plan to be in very good shape as far as actions and goals are concerned but felt a need to add some informational items, items that tell a bit more about our library system. We have added a section on our budget, our facilities, our services/public programming, our technology, and our operations. This is not new information but it is an addition to the existing plan so we need to seek Board approval of our revisions. Once you have approved our revisions, I will send a copy of our revised plan to the State Library for their files. Please see R 15. **If you approve the Consent Agenda items, you will approve revising the Long Range Plan 2010-2014 as presented.**

General Business:

Health Insurance 2011: The 2011 Health Insurance premiums for JCPL have been received. The coverage is identical to 2010 but has gone down in cost, 1.9%, which is good news! The new rate for single coverage is $444.22/month

compared to $453.50 for 2010. Traditionally the library contributes 80% of the premium for employees working 35 plus hours per week and 50% for employees working 30-34 hours per week. The cost to the library would be $355.38 per employee for single coverage per month. Employees who elect only Life Insurance coverage pay all but $1.00/yr and the library pays the balance. **We recommend that the Board offer the same insurance benefits as in 2010. A board vote is required.**

DeMotte Annual Report: Brenda Thompson and Evie Bristol will present their annual reports at the November Board meeting.

DeMotte Library Art Donation: Mary VanSoest has donated a painting to the DeMotte Library. Our Gift Policy states: *Any gifts which have a maintenance impact or have a significant visual impact on the library—e.g. landscaping, equipment or large works of art, must be approved by the Library Board.* We are seeking Board approval to accept this donation. A vote is required.

Wheatfield Library Roof: Kent Mahnesmith has sent a letter to the Troyer Group as discussed at last month's meeting. I have not heard anything from Troyer Group and as far as I know neither has Kent. We will keep you updated.

Americans With Disabilities Act Notice & Grievance Procedure: At our August Board meeting I shared a memo with all of you from the State Library in regard to legal compliance with the Americans with Disabilities Act. Please see R 14 of the **August packet** to review this memo. In essence the memo stated that Indiana libraries are required to create and post an ADA notice and adopt and publish a grievance procedure. The State Library provided links to government resources that could be used to create the necessary documents. I used templates contained within an ADA Toolkit to create the documents found on R 30 of your packet. The Board must approve these documents and then we will post and publish the information and train staff on this matter.

2011 Slate of Officers: The Nominating Committee will present a slate of officers for 2011. Elections will be held at December Board meeting.

Year-End Board Meeting: We need to establish a date/time for our year end board meeting. To allow the business office time to wrap up our final bill pay and year-end paperwork, we suggest holding the meeting on Wednesday, December 29, 2010. What time shall we meet? Who is able to attend? We need at least 4 board members for a quorum.

Director's Report:

Please note that the November Board meeting will be held at the DeMotte Public Library. ☺

The Library did receive a Tax Impact Statement re: the Lintner Park Economic Development Allocation Area in the mail from H. J. Umbaugh & Associates after our October Board meeting. The City of Rensselaer Redevelopment Commission is required to provide an impact statement to each of the taxing units which overlap the area. A review of the information shows that the tax levy for the library will not be impacted. I will bring a copy of this information to the Board meeting for your review.

In October we did our annual People Count. One week each year we count the number of people who enter our buildings and the services they use. I have included a People Count Summary Report in your packet. Please see R 35.

We have learned that Wide Eyed Entertainment is working on a video documentary of General Robert Milroy and plans to use a few items from our collection in their work. They are still considering which items they wish to use but will seek official permission to use those items once they have decided. There is a form letter that I use for such permissions. We are excited about this project. We often get requests from authors and text book editors seeking permission to use images and information from our Milroy collection, but I believe this might be our first documentary!

We are now subscribing to an HR Law Website which will be an invaluable tool for Admin and HR as we do our Human Resources work and train and inform staff about best practices.

I have been asked to serve on the Board of the Jasper Foundation, Inc. The nominations committee approached me in early October about serving on the Board, and I accepted. At their November 3 meeting the Jasper Foundation Board approved my nomination so it is official. I will be attending these meetings on my personal time and am excited at the opportunity to serve our community in this way!

System Administrator News

Sheila attended the Internet Librarian Conference this month and found many, many valuable and relevant sessions. Highlights include: social networking apps, QR Codes, Cloud Computing Trends, and Mobile Trends to name a few.

Sheila created some new Self Service Documents this month and uploaded a few items to the intranet at the request of staff. She also began updating software on our mobile lab laptops and replaced some defunct computer parts in various computers. She continues to troubleshoot SmartShield/Windows Update issues.

Geocache Update: 3 new finds for Rensselaer; Arrgh! Update: 18 service requests opened and 17 closed.

Technical Services News

We will begin placing the barcodes vertically on the front cover of books, as per the request of our Public Service Librarians. Book titles are being obscured by the current placement.

Becky attended a Librarians' Council meeting this month and went on the last AV Shopping trip of the year.

Sheila is currently working with TLC to solve macro problems and timing out issues for technical services.

DeMotte Library News

Brenda reports, "I taught 3 computer classes: ...basic computer, word and Internet. The senior patrons I had were very good and when they had a question we were able to make them feel comfortable to ask. My main goals with my classes are to get the patrons comfortable with the computer and not be afraid to practice what we learned in class. Several of my reluctant readers have said they really like the class. One patron left their handout and called back begging for another one. We told her we were very happy to give her one."

Brenda continues, Evie has "been doing a "Make it Take-it Craft Day for 4-6th graders- Halloween crafts. She only had 2 children but will continue to offer the program in hopes of the increase of word of mouth. She also offered an Author visit with Mark Marimen doing Ghost stories from his Haunted Indiana Series. We had 46 people for this program. She also received many positive complements. The Lego club is growing with 19 people attending. This has been such a successful program due to the donation of Lego's from a patron, Yvonne's Daughter Courtney, and Evie's persistence. Yvonne also helps out when needed."

Marlene worked on a variety of tasks this month: changed some pictures and captions in the photo display in the Indiana Room: took care of set up, take down, and charging of batteries for the computer lab; made a few handouts for the classes; worked on some photos and materials in the Indiana Room (her

Indiana room work is always top notch and helpful); changed out the signage to give it a fresh look; sent KV Post 2004 to Mel in Rensselaer so they could digitize; made a new cemetery location map for Jasper County; answered an email request for an obituary from a person in Texas; attended a Literacy Committee meeting in Rensselaer. She is doing a really nice job with this group.

Rensselaer Library News

Linda reports, "The Fall Festival was successful once again. The weather was nice and balmy; festivities were held inside and out this year, and we added Rock Band and a "photo w/ Dewey" to the activities this year. We had 302 people attend. The wonderful St Joe college men's basketball team and coaches, library staff, and the Friend's group helped the festival go off well. The cake walk once again had a great selection of items, 3 book carts were full of baked goods!"

She continues, "we had A LOT of programming this month including, varying Books to Bridge book discussions for all ages, & the Take Time out for Reading "Red Noses" literacy initiative. We also had Email Monday class, Vintage card making, Perennial Plant Exchange (Giveaway), and the Library assisted The Little Cousin Jasper Committee to hold the Riley Read at the Gazebo on the Courthouse Square. Jane Lord was the reader once again this year. This event was well attended at this venue. The staff continues to offer interesting activities and creative displays."

Angela reports, "Books to Bridge programs seemed to have a good response. We had some lively book discussions on "Diary of a Wimpy Kid" for both older children and teens and "I Will Never Not Ever Eat a Tomato" for younger children. I had parents comment how they enjoyed having a book talk for younger children. Our Halloween Happenings program was a HUGE hit this year. We had stellar numbers for all three groups (little children, older children, and teens). We even had a wonderful write up in the Rensselaer Republican about the program. For teen read week, I created guidelines for a book trailer contest and we advertised it as a system wide contest. We had more than 20 submissions from teens at KV High School!"

Wheatfield Library News

Diana reports, "the art wall featured an interesting art display celebrating Halloween. The artist, Frank Zerkel, does different detailed pictures in acrylic paint. He included a Frankenstein, Jack from *The Nightmare Before Christmas*, and similar creative pictures. This turned out to be a very big showing for him, his first, and he hasn't been painting very long. He was very appreciative at having the chance to do this."

Diana continues, "Carolynn has been busy with the crafts for the various youth programs. She has also made a wonderful YA display on the ledge called GUYS

READ. Along with the poster, she has a bunch of guy books sitting out there and the poster invites them to check things out. She is very passionate about getting boys to read so they don't get lost in that whole process. She had attended CYPD and that was one of the topics discussed. She made some bookmarks for this too."

Diana and I spent a morning weeding and transplanting iris bulbs around the building. Kiersten Friend, Sarah Patterson, and six KV High School students made a big difference in two hours one Saturday morning, doing cleanup work in the landscaped beds. I will bring pictures to the Board meeting to show what has been accomplished.

Don't forget—we meet at the DEMOTTE LIBRARY! ☺ Please contact me if you are unable to attend the November Board meeting or if you have any questions about materials in your packet.-Patty

Director's Report
November 2010

I will be collecting Board binders at the conclusion of the December Board meeting so that I may insert information you will need for 2011 and remove unnecessary pages. I will return your binders to you at the January meeting.-Patty

Consent Agenda:

You will be approving the minutes of the November Board meeting, bills, and financial reports.

2010 Salary Ordinance: There were updates this month. Please refer to R7. **If you approve the Consent Agenda items, you will approve the updates to the 2010 Salary Ordinance.**

Policies: The Library Behavior Policy was reviewed and revised in February of this year. On March 18, 2010 Indiana House Bill 1065 was signed into law by Governor Mitch Daniels. The new law allows anyone who may legally own and carry a firearm to take it onto an employer's property as long as he keeps it out of sight and inside a locked vehicle. The question for employers, then, is who may legally own and carry a firearm in Indiana. We mention guns and weapons in our Library Behavior Policy so I asked Kent to review our current policy in consideration of this new law. He has recommended a revision. Please see R10. **If you approve the Consent Agenda items, you will approve revising the Library Behavior Policy as presented.**

Workshop Requests: Youth Services Specialist Angela Barton has requested permission to attend the Indianapolis Youth Literature Conference in Indianapolis on Saturday, January 29, 2011. This all day conference will be held at the Indianapolis-Marion County Public Library. She will accrue LEUs for attending this conference that is geared for those interested in children's and young adult literature. The cost to attend is $75. **If you approve the Consent Agenda items, you will approve sending Angela to the Indianapolis Youth Literature Conference.**

General Business:

Wheatfield Library Roof: In October our attorney sent a letter to Troyer Group in regard to the Wheatfield Library work. Troyer has not contacted me. I have been in touch with Kent via email and as the writing of this report he has indicated that he has not heard from them either. He will be following up this week.

De-selection Recommendations/Formats to Add: Our Long Range Plan states *"The Management Team will annually evaluate formats to be added to the collection, considering community need. Formats will be implemented simultaneously in all libraries with Board approval. The Management Team will annually consider formats to deselect, or no longer add to our collections and make a recommendation to the Board."* At this time we recommend that we deselect (no longer add) books on cassette tape to our collection. We recommend that we add Transparent Language (a flash drive format) and Leapster/Leap Pad. I will bring examples of each material type to the Board Meeting so that you can see these formats first hand.

DeMotte Library Patron Concerns: Please see R 12. We will discuss these concerns and review recommendations.

LIRF Transfers: In December of each year we determine an amount to transfer from line 3.94 of our Operating Budget to our Library Improvement Reserve Fund. This year the maximum amount you may transfer is $30,000. We recommend transferring $30,000 of the budgeted amount. It is good to set aside money each year for future improvement needs. The Board will need to pass a resolution in this regard.

2011 Salary Increase: During 2011 budget preparation we placed sufficient funds in the 2011 Operating Personal Services budget to allow a 2% salary increase in January. A board vote is required to implement an increase in 2011.

Election of Officers: You will be electing your slate of officers for 2011. If you wish to proceed with the slate of officers presented at the November meeting, you will need to move to elect the slate of officers as presented: President-Jody Melton, Vice-President-Tim Schultz, Secretary- Janet Umlauf, Treasurer- Deana George, Assistant Treasurer- Mari Anne Sayler.

End of December Board Meeting: Board members are scheduled to meet Wednesday, December 29 at 9am at the Rensselaer Library to approve year-end bills, transfers, and encumbrances.

Director's Report:

This fall on two separate occasions a patron of the DeMotte Library has sighted a raccoon on library property. The first incident occurred on September 29 on the hill near a meeting room door and the second incident on November 18 in the lower level near the bushes at the front of the library. In both case the raccoons wandered off on their own, but in both cases a patron did bring this to our attention. I spoke with Bryan Overstreet from the Purdue Extension office who was able to point me to a state website that contains a list of individuals in Indiana counties who can help with wildlife conflicts such as this. On this list I found Stan Ketchum from Wheatfield who can help with various critters, including

raccoons. I asked Brenda to contact him to relate our experiences and seek his advice. According to Stan repellent is not recommended because the area is too wide to cover. He can trap and release them but that costs $150 to set up and $50 per captured raccoon. Since the raccoon sightings are not a daily occurrence and the potential is there to capture numerous raccoons at great cost, I recommend that we take a wait and see approach with this matter, knowing that we can contact Stan if the situation changes or we have more frequent sightings.

Each year we acquire new computers for our library. We typically use a five year cycle for computer replacement. When computers are replaced it has been our practice to turn these computers over to the Friends of the Library to sell, who use the proceeds to benefit our libraries. We are in the process of replacing computers and once this work is complete we will have approximately 25 Dell PCs that would normally be sold. These PCs were purchased in 2004, and the CPUs have been nothing but trouble. As it turns out during that time frame Dell was selling computers with defective components, specifically mother boards. Knowing this we do not wish to hold a computer sale for these computers. We prefer to recycle them so that we do not pass any trouble along to unsuspecting patrons. We feel it would be doing our patrons a disservice to pass this equipment and potential woes on to them.

Gail and I attended the State Library Bookkeeping Workshop and Annual Report Workshop this month. Gail, Sue, and I attended an AVC User Group meeting. AVC is our source for our accounting software. The User Group meeting allows us to view new features, ask questions, and learn about other products available through this company.

Linda Poortenga and I attended the Indiana Library Federation Annual Conference in Indianapolis in November. Three other Rensselaer public service staff members also attended. Each of us attended one day of the conference and attended various sessions related to our different positions. Linda and I did earn state required LEUs.

Long Range Plan/Technology Plan Update- Since my last report to you we have accomplished the following: participated in Cops Night Out events; promoted Library Card Sign Up activities; reviewed brochure on how to leave money to the library via the Jasper Foundation; considered collections to digitize; Technology plan was revised, approved, and sent to the State Library; Sheila attended Internet Librarian; evaluated Playaways; considered some formats to add and deselect and will take our recommendations to the Board; considered the need to offer graphic alternative to traditional OPAC; participated in Books to Bridge a Region events; held annual Staff Development Day; management team investigated ways to implement LEAN Principles; facility quarterly reports have been turned in to Director; offered a Book Trailer program for teens; worked on library landscaping schemes; LC investigated implementation of a circ trainer in each public service department; step by step procedures for employee tasks are

in process; evaluated our website and social network components and considered future direction and growth for this department; Librarians' Council continued to monitor the effectiveness of our automated system.

System Administrator News

Sheila attended a Webex regarding YouSeeMore/TLC webpage and attended an Automation Counterparts meeting. Topics discussed at the Counterparts meeting included server back-ups, Wowbrary software, website software, & USB drive sales to patrons.

In addition to working on a variety of PC, server, and software matters, Sheila began end of year purchasing; wrote a procedure for extracting wireless stats; and created a self-service document for staff.

Geocache Update-2 new finds for Rensselaer and 1 new find for Wheatfield; Arrgh! Update-20 service requests opened and 19 service requests closed.

Technical Services News

Becky kept busy working on end of year performance reviews for her staff.

Becky reports that some cataloging macros that had been out of order are now working again. Sheila and Brad worked with TLC to get these cataloging shortcuts operational for Tech Services staff. There are certain phrases that are repeated over and over in cataloging records, and macros are shortcuts to these phrases allowing implementation with a single key stroke.

Becky also attended the Webex regarding YouSeeMore/TLC webpage.

DeMotte Library News

Brenda has kept busy with review and in some cases revision of employee job descriptions and writing and presenting annual performance reviews for her staff.

The DeMotte Library received a genealogy related request from Texas. The individual was seeking an obituary, and Marlene was able to fulfill the request. The individual sent a $10 donation as a thank you.

We have had to replace lights and ballasts this month in the front parking lot. One of our globe lights was damaged in high winds. We are working to find an affordable fix to this problem as the base of the light was also damaged. This is a work in progress.

Rensselaer Library News

A generous donor gifted the Rensselaer Library with a $1000 cash gift. This money has been placed in our gift fund.

The Friends of the Library held a callout for new members in November and 21 people were in attendance! Hooray!

Children's Specialist, Angela reports, "Our first year of participation in National Gaming Day went well! We had 8 attend. Both board games and video games were available. All were very excited to participate and had fun playing games. Our program was also covered by the Rensselaer Republican and mentioned in the Wednesday Word." (The Wednesday Word is an electronic distribution of library related newspaper articles provided by the Indiana State Library on a weekly basis. It is distributed around the state.)

Wheatfield Library News

Diana has been weeding our collection in the health and reference areas. Weeding is an important component of collection management to ensure that our materials are up-to-date information and that materials are in good condition.

Meeting room carpets have been professionally cleaned as well as the area near our VHS/CD/DVD collection. Janitorial staff used the library's new steam cleaner that was provided by the Friends to clean the area behind the circulation desk. These areas look very nice.

The Book Discussion celebrated their 10th anniversary with a carry in meal. Their book for November was The Queen of the Big Time by Adriana Trigiani. Diana showed a publisher provided DVD that featured the author discussing her books and this was very well received. Diana brought copies of the author's other books in this series to the discussion and most of those had been checked out by evening's end.

Please contact me if you are unable to attend the December Board Meeting or if you have any questions about materials in your packet.-Patty

Director's Report
December 2010

Board of Finance:

Each January, the Library Board is required to organize as a 'Board of Finance', elect officers, receive an annual investment report, and review their investment and financial policies and practices. You have always chosen to elect the officers of the Library Board as the officers of the Board of Finance. **The board will need to vote to elect the officers of the Library Board as the officers of the Board of Finance.**

Please see R 8 for your 2010 Director's Financial Report.

We recommend that the Accounting Practices for 2010 be adopted for 2011 with additional language about direct deposit and online banking. Please refer to R 9.

The Board will need to adopt the Resolution to Pay Bills with Prior Approval. Please see R 13.

The Library Board needs to designate that the Rensselaer Republican and the Kankakee Valley Post News are the two newspapers the Library will use to publish notices.

Consent Agenda:

You will be approving the minutes of the December board meetings, bills, and financial reports.

2011 Salary Ordinance: Please refer to R 7. The 2011 Salary Ordinance reflects a 2% increase in the salary of all employees eligible for a full increase as approved at the December 2010 meeting. Some new employees (or employees recently given new positions) will get no % increase. Others who have worked in their present position for more than 3 months but less than 8 months receive a 1% increase. These are the basic terms of the Personnel Policy. **If you approve the Consent Agenda items, you will approve the 2011 Salary Ordinance.**

Policies for Review: In January the Board will review two policies: VHS and DVD Policy and the LCD Projector Policy. We wish to recommend simple revisions to both. Please see R 10 & R 11. In the VHS and DVD Policy we wish to add a line regarding holds for non-fiction DVDs (exercise, language instruction, self-help, etc.). Generally we do not allow holds to be placed on VHS/DVD except that we do allow holds for teachers and students who may wish to use VHS or DVDs in

an educational setting. Now we wish to allow people to place holds on the non-fiction VHS/DVD with staff assistance. In the LCD Projector Policy we are striking the language regarding the toll free number because that option no longer exists and the manual is of limited help. **If you approve the Consent Agenda items, you will approve revising the VHS and DVD Policy and the LCD Projector Policies as noted.**

Workshop Request: We wish to send Melissa Widner, JCPL web master, to the 2011 Computers in Libraries Conference. Melissa has attended this conference before and found it very valuable to her in her role as web master. She will be a presenter at this conference so her conference registration fee will be waived. We will incur traveling and lodging expenses, but monies have been budgeted for this. **If you approve the Consent Agenda items, you will approve Melissa attending the Computers in Libraries 2011 Conference.**

General Business:

Board Member Oath of Office-Janelle Harper: Janelle Harper has been appointed to our board by the County Commissioners. Janelle will take her oath of office at our January meeting.

Cash Change Fund: When we open our libraries for business in the morning our cash drawers are set up with a $30 Change Fund in each of our libraries. We use this money to make change for patrons as they pay their fines and fees. In recent months we have found that this start up amount is inadequate. Staff is often unable to make change and patrons sometimes have to visit their own bank to seek smaller bills to pay their fines/fees. We have had one patron submit a written request that the library increase the amount that is kept in the drawer to eliminate this problem. We recommend increasing our Cash Change Fund from $90 to $150. This will allow for a $50 cash drawer in each of our libraries. A Board vote is required.

Wheatfield Library Roof: Still no word from Troyer. Kent is unable to attend our January meeting as he will be on vacation. He does plan to attend our February meeting.

Conflict of Interest: In August of 2007 I received a letter from Ed Dumas that he asked me to share with all Board members at our January meeting. Please see R 15. For the past three years Tim has signed a conflict of interest form due to his ownership of a hardware store in DeMotte with whom we do some business. If, after reading this letter, you feel it necessary to sign a conflict of interest form, we can provide one for you and will file it with the appropriate government office.

Committee Assignments:
According to the Bylaws of the Board of Trustees the President shall appoint 3-member standing committees at the January meeting. Standing committees

shall consist of the Budget Committee, Bylaws and Policy Review Committee, Director's Evaluation Committee, and Nominating Committee. Other committees shall be appointed at the discretion of the President.

Director's Report:

I spent the last month of the year presenting year-end reviews to managers and preparing for 2011. There are numerous documents that have to be created, duplicated, and distributed as we transition to a new business year.

Gail and I participated in a conference call with Standard & Poor's this month as they conducted a review of our outstanding bond rating. S & P periodically updates its ratings based on audits and other disclosure documents sent by governments and various other third party sources. They needed some information from us in regard to services rendered, our financials, and our communities. I found this process to be very interesting. We currently have an A/Stable rating and hope to retain that.

We did receive our last tax pay out of the year late in December. We received 94% of anticipated property tax revenue. Excise tax revenue came in well above anticipated amounts, so in the end we received more than 100% of anticipated tax revenue. That is a great way to end the year!

System Administrator News

Sheila attended a NICCL meeting in December and enjoyed a great presentation on Google Analytics. She will share this information with our webmaster as it could prove to be a useful resource for web page statistics.

In December Sheila worked on end-of-year purchasing; researching Indiana State Library technology fund reimbursement amounts; organizing old PC equipment; and began copying Milroy image files to archive appropriate formats.

There were two new finds for Wheatfield's geocache. Ten Service Requests were opened and fourteen were closed.

Technical Services News

You may notice that patron registration numbers are lower this month. Becky has done our year-end patron purge. We purge patrons whose cards have been inactive for a year. They have nothing checked out, no blocks and no balances on their card. Our annual patron purges helps us keep our patron database tidy and manageable.

Anna Chris Cly retired this month. She was hired in 1999 and worked as a Public Service Clerk for nearly seven years before moving into the Technical Services

department where she served as a processing clerk for four years. She will be missed! Becky has a current job opening in her department as she seeks a replacement for Chris.

Becky attended a TLC Webex on Reports Manager and added a new category in the Stats Only section of our Circulation Module at the request of staff.

DeMotte Library News

Evie is out on maternity leave. She and her husband and daughter have welcomed a wonderful little girl Aubree into their family.

Forty-five pounds of pop cans were recycled this year. This yielded nearly $22 in revenue with Hoosier Metal adding a donation of $130 that resulted in over $150 placed in our gift fund to be used for program food and prizes.

Brenda reports that "the year has flown by with many programs and events happening at the library. We have had a year of building literacy, computer knowledge, book discussions, and a great deal of senior outreach. Our staff has been a wonderful group working hard to keep the branch working efficiently."

Rensselaer Library News

Teens that attended programs this month really seemed to enjoy the activities. Many teens have asked about future programs at the library. We are hopeful that this will result in more future involvement. A Christmas Movie Fest was particularly well received. Slice of Pie donated two pizzas for this program.

The library looked lovely and welcoming with trees decorated for the staff sponsored Tree Walk. TOPS, a local youth group, the Friends of the Library, and the Women's Circle decorated trees. 309 food items were collected for our local food pantry. The library also offered an Indiana Heroes Tree as staff and patrons added photos of their loved ones to honor their service to our country.

Children's Specialist Angela is involved with the Books to Bridge selection committee again. This group is considering a war/multicultural theme for 2011. Books are currently being read and evaluated as the group moves toward a selection.

Wheatfield Library News

David Kaminsky, former art instructor at DeMotte Elementary, was the December artist of the month. Patrons enjoyed his oil paintings of Indiana places and scenes.

Bryan Hart instructed the Beginning to Intermediate Computer Class in December. Diana has really appreciated his abilities and expertise to lead these classes. She has seen repeat students as she had access to our portable computer lab for three consecutive months. The Friends of the Library gave Bryan a $75 honorarium for his service.

The Friends of the Library decorated trees in the adult and children's sections of the library.

Please contact me if you are unable to attend the January Board Meeting or if you have any questions about materials in your packet.-Patty

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